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Xerox® WorkCentre® 6655
Color Multifunction Printer
Xerox® ConnectKey® 1.5 Technology
User Guide

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Safety

1

This chapter includes:

Your printer and the recommended supplies have been designed and tested to meet strict safety requirements. Attention to the following information ensures the continued safe operation of your Xerox printer.

Electrical Safety

This section includes:

General Guidelines

⚠ **WARNINGS:**

- Do not push objects into slots or openings on the printer. Touching a voltage point or shorting out a part could result in fire or electric shock.
- Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are instructed to do so. Turn off the printer when performing these installations. Disconnect the power cord when removing covers and guards for installing optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

The following are hazards to your safety:

- The power cord is damaged or frayed.
- Liquid is spilled into the printer.
- The printer is exposed to water.
- The printer emits smoke, or the surface is unusually hot.
- The printer emits unusual noise or odors.
- The printer causes a circuit breaker, fuse, or other safety device to activate.

If any of these conditions occur, do the following:

1. Turn off the printer immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative.

Power Cord

- Use the power cord supplied with your printer.
- Plug the power cord directly into a properly grounded electrical outlet. Ensure that each end of the cord is connected securely. If you do not know if an outlet is grounded, ask an electrician to check the outlet.
- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.

⚠ **WARNING:** Avoid the potential of electrical shock by ensuring that the printer is grounded properly. Electrical products can be hazardous if misused.

- Only use an extension cord or power strip designed to handle the electrical current capacity of the printer.
- Verify that the printer is plugged into an outlet that is providing the correct voltage and power. Review the electrical specification of the printer with an electrician if necessary.
- Do not place the printer in an area where people can step on the power cord.
- Do not place objects on the power cord.
- Do not plug or unplug the power cord while the power switch is in the On position.
- If the power cord becomes frayed or worn, replace it.
- To avoid electrical shock and damage to the cord, grasp the plug when unplugging the power cord.

The power cord is attached to the printer as a plug-in device on the back of the printer. If it is necessary to disconnect all electrical power from the printer, disconnect the power cord from the electrical outlet.

Emergency Turn Off

If any of the following conditions occur, turn off the printer immediately and disconnect the power cord from the electrical outlet. Contact an authorized Xerox service representative to correct the problem if:

- The equipment emits unusual odors or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the printer.
- The printer is exposed to water.
- Any part of the printer is damaged.

Laser Safety

This printer complies with laser product performance standards set by governmental, national, and international agencies and is certified as a Class 1 Laser Product. The printer does not emit hazardous light because the beam is totally enclosed during all modes of customer operation and maintenance.

⚠ **WARNING:** Use of controls, adjustments, or performance of procedures other than those specified in this manual can result in hazardous radiation exposure.

Operational Safety

Your printer and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines helps to ensure the continued, safe operation of your printer.

Operational Guidelines

- Do not remove any paper trays while the printer is printing.
- Do not open the doors when the printer is printing.
- Do not move the printer when it is printing.
- Keep hands, hair, neckties, and so on, away from the exit and feed rollers.
- Covers, which require tools for removal, protect the hazard areas within the printer. Do not remove the protective covers.

Ozone Release

This printer produces ozone during normal operation. The amount of ozone produced is dependent on copy volume. Ozone is heavier than air and is not produced in amounts large enough to harm anyone. Install the printer in a well-ventilated room.

For more information in the United States and Canada, go to www.xerox.com/environment. In other markets, please contact your local Xerox representative or go to www.xerox.com/environment_europe.

Printer Location

- Place the printer on a level, solid, non-vibrating surface with adequate strength to hold its weight. To find the weight for your printer configuration, see Physical Specifications on page 228.
- Do not block or cover the slots or openings on the printer. These openings are provided for ventilation and to prevent overheating of the printer.
- Place the printer in an area where there is adequate space for operation and servicing.
- Place the printer in a dust-free area.
- Do not store or operate the printer in an extremely hot, cold, or humid environment.
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposure to light-sensitive components.
- Do not place the printer where it is directly exposed to the cold air flow from an air conditioning system.
- Do not place the printer in locations susceptible to vibrations.
- For optimum performance, use the printer at the elevations specified in Elevation on page 231.

Printer Supplies

- Use the supplies designed for your printer. The use of unsuitable materials can cause poor performance and a possible safety hazard.
- Follow all warnings and instructions marked on, or supplied with, the product, options, and supplies.
- Store all consumables in accordance with the instructions given on the package or container.
- Keep all consumables away from the reach of children.
- Never throw toner, print/drum cartridges, or toner containers into an open flame.
- When handling cartridges, for example toner and such, avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge, which can increase the risk of skin or eye contact.

⚠ **CAUTION:** Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreement, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Please contact your Xerox representative for details.

Maintenance Safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Do not use aerosol cleaners. Clean with a dry lint-free cloth only.
- Do not burn any consumables or routine maintenance items. For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Printer Symbols

Symbol	Description
	Warning: Indicates a hazard which, if not avoided, could result in death or serious injury.
	Caution: Indicates a mandatory action to take in order to avoid damage to the property.
	Hot surface on or in the printer. Use caution to avoid personal injury.
	Do not burn the item.
	Do not expose the imaging unit to light for more than 10 minutes.
	Do not expose the imaging unit to direct sunlight.
	Do not touch the part or area of the printer.
175°C 347°F 00:40⁰⁰	Warning: Wait for the printer to cool for the specified time before touching the fuser.
	This item can be recycled. For details, see Recycling and Disposal on page 249.

Environmental, Health, and Safety Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, contact the following customer help lines:

United States and Canada: 1-800-ASK-XEROX (1-800-275-9376)

Europe: +44 1707 353 434

For product safety information in the United States and Canada, go to www.xerox.com/environment.

For product safety information in Europe, go to www.xerox.com/environment_europe.

Features

2

This chapter includes:

Parts of the Printer

This section includes:

Front View
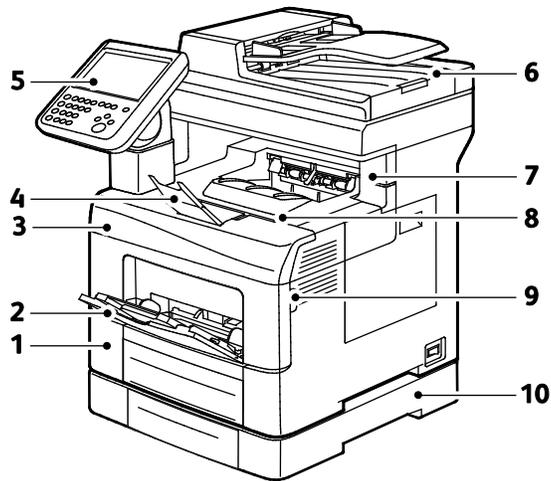
1. Tray 1
2. Bypass Tray
3. Front Door
4. Output Tray Paper Stop
5. Control Panel
6. Duplex Automatic Document Feeder
7. Staple Cartridge Door
8. Output Tray
9. Front Door Handle
10. Optional 550-Sheet Feeder

Rear View
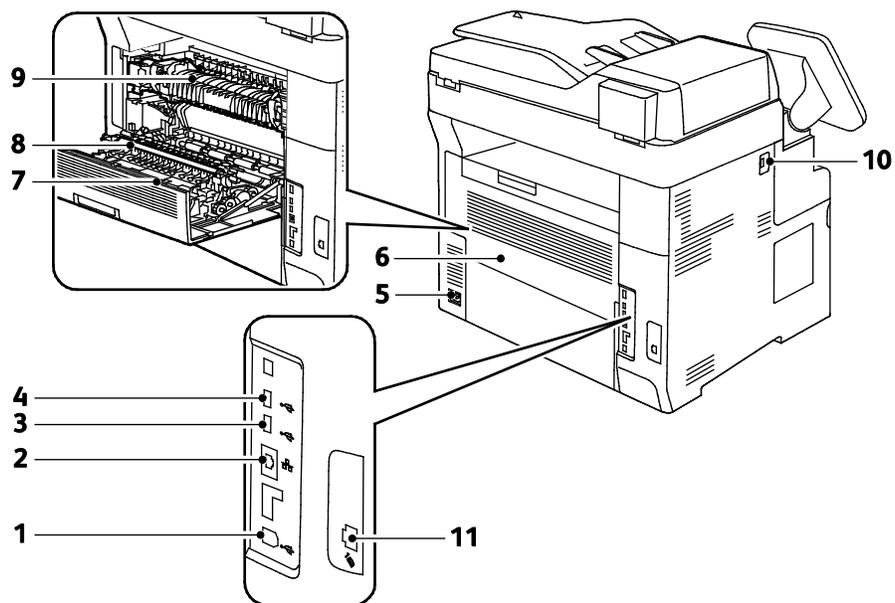
1. USB Type B Port
2. Ethernet Connector
3. USB Type A Port
4. USB Type A Port
5. Power Connector
6. Rear Door

7. Duplex Unit
8. Transfer Roller
9. Fuser
10. USB Memory Port
11. Fax Line Connector

Internal Parts
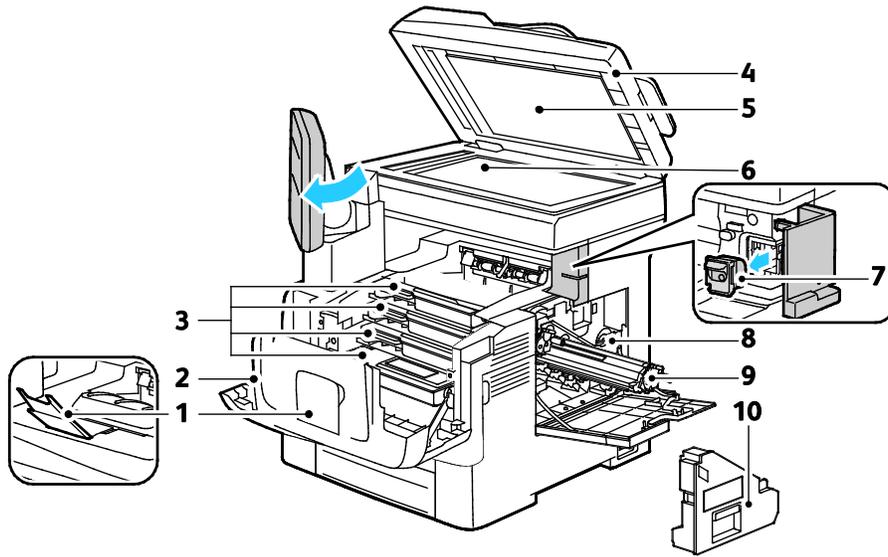
1. Output Tray Paper Stop
2. Front Door
3. Toner Cartridges
4. Duplex Automatic Document Feeder
5. Document Cover

6. Document Glass
7. Staple Cartridge
8. Waste Cartridge Lock
9. Imaging Units
10. Waste Cartridge

Control Panel

The control panel consists of a touch screen and buttons you press to control the functions available on the printer. The control panel:

- Displays the current operating status of the printer.
- Provides access to print features.
- Provides access to reference materials.
- Provides access to Tools and Setup menus.
- Provides access to Troubleshooting menus and videos.
- Prompts you to load paper, replace supplies, and clear jams.
- Displays errors and warnings.
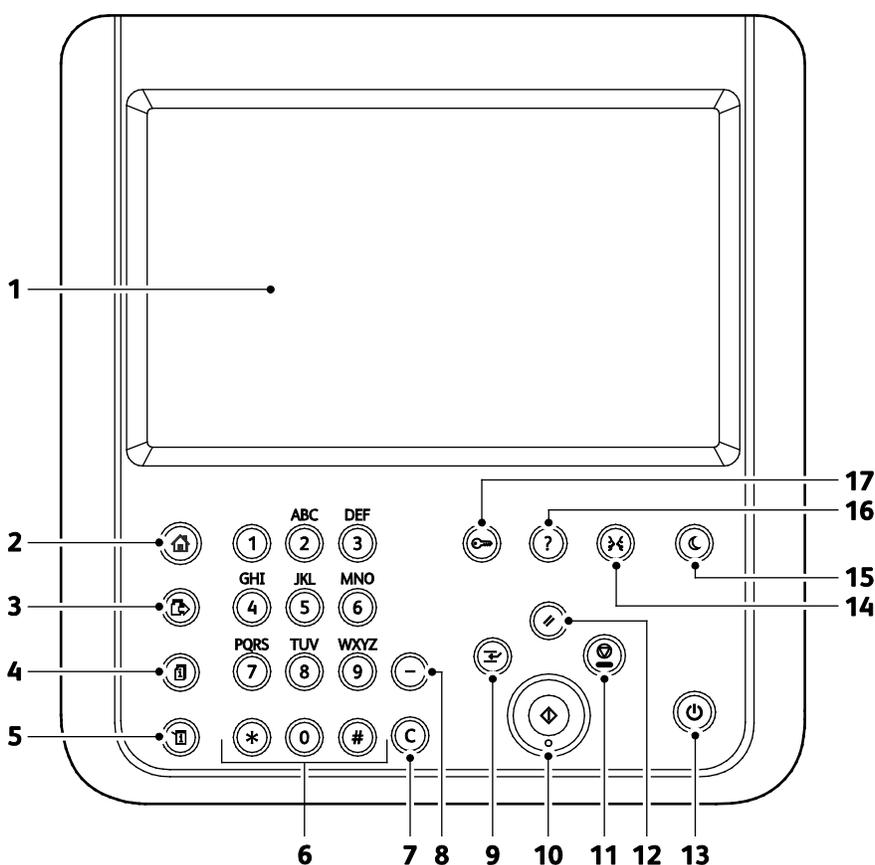
Item	Name	Description
1	Touch Screen Display	The screen displays information, and provides access to printer functions.
2	Services Home Button	This button provides access to printer features, such as copy, scan, and fax, on the touch screen.
3	Services Button	This button returns to the active service from the Job Status or Machine Status screens, or to a preset service.
4	Job Status Button	This button displays lists of all active, secure, or completed jobs on the touch screen.

Item	Name	Description
5	Machine Status Button	This button displays the status of the printer on the touch screen.
6	Alphanumeric Keypad	The keypad enters alphanumeric information.
7	C (clear) Button	This button deletes numeric values or the last digit entered using the alphanumeric keys.
8	Dial Pause Button	This button inserts a pause in a telephone number when it transmits a fax.
9	Interrupt Button	This button pauses the current job to run a more urgent print, copy, or fax job.
10	Start Button	This button starts the selected copy, scan, fax, or Print From job, such as Print from USB.
11	Stop Button	This button stops the current job temporarily. To cancel or resume your job, follow the onscreen instructions.
12	Clear All Button	This button clears previous and changed settings for the current selection. To reset all features to their default settings and clear existing scans, press this button twice.
13	Power Button	This button powers up or powers down the printer.
14	Language Button	This button changes the touch screen language and keyboard settings.
15	Power Saver button	This button enters and exits the low-power mode.
16	Help Button	This button displays information about the current selection on the touch screen.
17	Log In/Out Button	This button provides access to password-protected features.

Information Pages

Your printer has a printable set of information pages stored on its internal hard drive. Information pages include configuration and font information, demonstration pages, and more.

1. At the printer control panel, press the **Machine Status** button.
2. On the Machine Information tab, touch **Information Pages**, then touch the desired information page.
3. Touch **Print**.

    Note: Information pages can also be printed from CentreWare Internet Services.

Printing the Configuration Report

1. At the printer control panel, press the **Machine Status** button.
2. On the Machine Information tab, touch **Information Pages>Configuration Report>Print**.
3. Touch **Close** after the report prints.

Administration Features

This section includes:

For details, see the *System Administrator Guide* at www.xerox.com/office/WC6655docs.

Accessing the Printer

The system administrator can set access rights on the printer to ensure that unauthorized users cannot access the printer. If the system administrator configures authentication and authorization, users require a login and password to access some or all of the features of the printer. The administrator can also configure accounting to require an accounting code to access tracked features.

Authentication

Authentication is the process of confirming your identity. When the system administrator enables authentication, the printer compares the information that you provide to another source of information, such as an LDAP directory. The information can be a user name and password, or the information stored on a magnetic or proximity ID card. If the information is valid, you are considered an authenticated user.

The system administrator can set permissions so that authentication is required when accessing features at the control panel, in CentreWare Internet Services, or in the print driver.

If the administrator configures local or network authentication, you identify yourself by typing your user name and password at the control panel or in CentreWare Internet Services. If the administrator configures card reader authentication, you identify yourself by swiping a magnetic or proximity card at the control panel and typing a passcode.

> Note: The system administrator can allow you to type your user name and password when Smart Card authentication is the primary authentication method. If the administrator configures an alternative authentication method, and you misplace your card, you can still access the printer.

Authorization

Authorization is the function of specifying the features that you are allowed to access, and the process of approving or disapproving your access. The system administrator can configure the printer to allow you to access the printer, but restrict your access to certain features, tools, and services. For example, the printer can allow you access to copying but restrict your access to color printing. The system administrator can also control your access to features at specific times during the day. For example, the system administrator can restrict a group of users from printing during peak business hours. If you attempt to print using a restricted method or during a restricted time, the job does not print. Instead, the printer prints an error page and the job appears with an error message in the Job Status lists.

Where the system administrator stores the authorization information determines the authorization type.

- **Local** authorization stores the login information on the printer in the user Information Database.
- **Network** authorization stores the login information in an external database, such as an LDAP directory.

The system administrator sets authorization permissions. To set or edit user permissions for access to printer features, you must log in as the administrator.

Accounting

Accounting monitors the print, copy, scan, and fax impressions produced and who produces them.

The system administrator must create user accounts and enable the accounting feature. When accounting is enabled, you must log in to the printer before accessing services. You must also provide your account details in the print driver before printing documents from a computer. The system administrator can set limits to restrict the total number of jobs by type that a user can produce. The administrator can also generate reports listing usage data for individual users and groups.

For details, see the *System Administrator Guide* at www.xerox.com/office/WC6655docs.

Logging In

Logging in is the process by which you identify yourself to the printer for authentication. If authentication is set, to access printer features, you log in with your user credentials.

Logging In at the Control Panel

1. At the control panel, either press **Log In/Out** or touch **Guest**.
2. If an administrator has configured more than one authentication server, select your domain, realm, or tree.
   a. Touch **Domain**, **Realm**, or **Tree**.
   b. From the list, touch your domain, realm, or tree.
   c. Touch **Save**.
3. Type your user name, then touch **Next**.
4. Type your password, then touch **Done**.

Logging In to CentreWare Internet Services

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 29.

2. At the top of the page, next to the lock and key icon, click **Login**.
3. Type the User ID in the space provided.
4. Type the password in the space provided.
5. Click **Login**.

Administrator Password

The administrator password is required when accessing locked settings in CentreWare Internet Services or at the control panel. Most printer models have a default configuration that restricts access to some settings. Access is restricted for settings on the Properties tab in CentreWare Internet Services, and settings on the Tools tab on the control panel touch screen.

Logging In as the System Administrator at the Control Panel

1. At the control panel, press **Log In/Out**.
2. Type **admin**, then touch **Next**.
3. Type your password, then touch **Done**.

   Note: The system administrator user name is **admin** and the default password is **1111**.

CentreWare Internet Services

CentreWare Internet Services is the administration and configuration software installed on the embedded Web server in the printer. It allows you to configure and administer the printer from a Web browser.

CentreWare Internet Services requires:
- A TCP/IP connection between the printer and the network in Windows, Macintosh, UNIX, or Linux environments.
- TCP/IP and HTTP enabled in the printer.
- A network-connected computer with a Web browser that supports JavaScript.

For details, see the Help in CentreWare Internet Services or the *System Administrator Guide*.

Accessing CentreWare Internet Services

At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.

Finding the IP Address of the Printer

You can view the IP address of your printer on the control panel or on the Configuration Report. On the Configuration Report, IP address information is located in the Connectivity Protocols section.

To view the IP address of the printer on the control panel:

1. At the printer control panel, press the **Machine Status** button.
2. Touch the **Machine Information** tab.
   - If the system administrator has set the Display Network Settings to show the IP address, it appears in the center panel.
   - If the IP address is not displayed, print the Configuration Report or contact your system administrator.

To print a Configuration Report:

1. At the printer control panel, press the **Machine Status** button.
2. On the Machine Information tab, touch **Information Pages**>**Configuration Report**>**Print**.
3. Touch **Close** after the report prints.

Automatic Data Collection

This printer automatically collects data and transmits it to a secure offsite location. Xerox or a designated servicer uses this data to support and service the printer, or for billing, supplies replenishment, or product improvement. Automatically transmitted data can include product registration, meter read, supply level, printer configuration and settings, software version, and problem or fault code data. Xerox cannot read, view, or download the content of your documents residing on or passing through your printer or any of your information management systems.

To turn off automatic data collection:

On the Welcome page in CentreWare Internet Services, click the link in the note regarding automated services.

Billing and Usage Information

Billing and printer usage information appears on the Billing Information screen. The impression counts shown are used for billing.

For details, see

More Information

You can obtain more information about your printer from these sources:

Resource	Location
Installation Guide	Packaged with the printer.
Other documentation for your printer	www.xerox.com/office/WC6655docs
Recommended Media List	United States: www.xerox.com/paper European Union: www.xerox.com/europaper
Technical support information for your printer; including online technical support, Online Support Assistant, and driver downloads.	www.xerox.com/office/WC6655support
Information about menus or error messages	Press the control panel Help (**?**) button.
Information Pages	Print from the control panel, or from CentreWare Internet Services, click **Status>Information Pages**.
CentreWare Internet Services documentation	In CentreWare Internet Services, click **Help**.
Order supplies for your printer	www.xerox.com/office/WC6655supplies
A resource for tools and information, including interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs.	www.xerox.com/office/businessresourcecenter
Local sales and support center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Xerox® Direct online store	www.direct.xerox.com/

Welcome Center

If you need assistance during or after printer installation, visit the Xerox® website for online solutions and support at www.xerox.com/office/worldcontacts.

If you require further assistance, contact the Xerox® Welcome Center for the United States and Canada at 1-800-835-6100.

If a local Xerox representative telephone number was provided during printer installation, record the telephone number in the following space.

   #_____

If you need additional help using your printer:

1.   Refer to this user guide.

2.   Contact the system administrator.

3.   Visit the Xerox® website at www.xerox.com/office/WC6655support.

To assist you, the Welcome Center needs the following information:

- The nature of the problem.
- The serial number of the printer.
- The fault code.
- The name and location of your company.

Locating the Serial Number

To contact Xerox for assistance, you need the printer serial number. The serial number is located at the rear of the printer.

To view the serial number at the printer control panel, press the **Machine Status** button, then touch the **Machine Information** tab.

Installation and Setup 3

This chapter includes:

See also:

Installation Guide packaged with your printer.

System Administrator Guide at www.xerox.com/office/WC6655docs.

Installation and Setup Overview

Before printing, your computer and the printer must be plugged in, turned on, and connected. Configure the initial settings of the printer, then install the driver software and utilities on your computer.

You can connect to your printer directly from your computer using USB, or connect over a network using an Ethernet cable or wireless connection. Hardware and cabling requirements vary for the different connection methods. Routers, network hubs, network switches, modems, Ethernet cables, and USB cables are not included with your printer and must be purchased separately. Xerox recommends an Ethernet connection because it is typically faster than a USB connection, and it provides access to CentreWare Internet Services.

> Note: If the *Software and Documentation disc* is not available, you can download the latest drivers from www.xerox.com/office/WC6655drivers.

See also:

Selecting a Location for the Printer

1. Select a dust-free area with temperatures from 5–32°C (41–90°F), and relative humidity 15–85 %.

   Note: Sudden temperature fluctuations can affect print quality. Rapid heating of a cold room can cause condensation inside the printer, directly interfering with image transfer.

2. Place the printer on a level, solid, non-vibrating surface with adequate strength for the weight of the printer. The printer must be horizontal with all four feet in solid contact with the surface. To find the weight for your printer configuration, see Physical Specifications on page 228. Select a location with adequate clearance to access supplies and to provide proper ventilation. To find the clearance requirements for your printer, see Clearance Requirements on page 229.

3. After positioning the printer, you are ready to connect it to the power source and computer or network.

Power Cord Safety Information

Carefully read the following instructions before operating your printer. For details, contact your Xerox representative.

⚠ **WARNINGS:**

- The electrical supply for the device must meet the requirements stated on the data plate on the rear of the device. If you are not sure that your electrical supply meets the requirements, consult your local electricity provider or a licensed electrician.
- Do not use an extension cord.
- Do not remove or modify the power cord.

Refer to these instructions to ensure the continued safe operation of your printer.

- Use the power cord supplied with your printer.
- Plug the power cord directly into a properly grounded electrical outlet. Ensure that each end of the cord is connected securely. If you do not know if an outlet is grounded, ask an electrician to check the outlet.
- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.

⚠ **WARNING:** Avoid the potential of electrical shock by ensuring that the printer is grounded properly. Electrical products can be hazardous if misused.

- Verify that the printer is plugged into an outlet that is providing the correct voltage and power. Review the electrical specification of the printer with an electrician if necessary.
- Do not place the printer in an area where people can step on the power cord.
- Do not place objects on the power cord.
- Replace the power cord if it becomes frayed or worn.
- Do not unplug or plug the power cord while the printer is turned on.
- To avoid electrical shock and damage to the cord, grasp the plug when unplugging the power cord.
- The electrical outlet must be near the printer and must be easily accessible.

The power cord is attached to the printer as a plug-in device on the back of the printer. If it is necessary to disconnect all electrical power from the printer, disconnect the power cord from the electrical outlet. For details, see

Connecting the Printer

This section includes:

Selecting a Connection Method

The printer can be connected to your computer using a USB cable or an Ethernet cable. The method you select depends on how your computer is connected to the network. A USB connection is a direct connection and is the easiest to set up. An Ethernet connection is used for networking. If you are using a network connection, it is important to understand how your computer is connected to the network. For details, see About TCP/IP and IP Addresses on page 41.

Notes:

- Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or driver type.
- Hardware and cabling requirements vary for the different connection methods. Routers, network hubs, network switches, modems, Ethernet cables, and USB cables are not included with your printer and must be purchased separately.

- **Network**: If your computer is connected to an office network or home network, use an Ethernet cable to connect the printer to the network. You cannot connect the printer directly to the computer. It must be connected through a router or hub. An Ethernet network can be used for one or more computers and supports many printers and systems simultaneously. Ethernet connection is typically faster than USB and allows you direct access to the settings of the printer using CentreWare Internet Services.
- **Wireless Network**: If your computer includes a wireless router or wireless access point, you can connect the printer to the network with a wireless connection. A wireless network connection provides the same access and services as a wired connection provides. A wireless network connection is typically faster than USB and allows direct access to the setting of the printer using CentreWare Internet Services.
- **USB**: If you connect the printer to one computer and do not have a network, use a USB connection. A USB connection offers fast data speeds, but typically not as fast as an Ethernet connection. In addition, a USB connection does not provide access to CentreWare Internet Services.
- **Telephone**: To send and receive faxes, the multifunction printer must be connected to a dedicated telephone line.

Physically Connecting the Printer to the Network

Use a Category 5 or better Ethernet cable to connect the printer to the network. An Ethernet network is used for one or more computers and supports many printers and systems simultaneously. An Ethernet connection provides direct access to printer settings using CentreWare Internet Services.

To connect the printer:
1. Connect the power cord to the printer, and plug the cord into an electrical outlet.
2. Connect one end of a Category 5 or better Ethernet cable to the Ethernet port on the printer. Connect the other end of the Ethernet cable to a correctly configured network port on a hub or router.
3. Turn on the printer.

   Note: For details on configuring wireless network settings, see the *System Administrator Guide* at www.xerox.com/office/WC6655docs.

Connecting to a Computer Using USB

To use USB, you must have Windows 7, Windows Server 2003, and later, or Macintosh OS X version 10.7 and later.

To connect the printer to the computer using a USB cable:
1. Ensure that the printer is turned off.
2. Connect the B end of a standard A/B USB 2.0 cable to the USB Port on the back of the printer.
3. Attach the power cord and then plug in the printer and turn it on.
4. Connect the A end of the USB cable to the USB Port on the computer.
5. When the Windows Found New Hardware Wizard appears, cancel it.
   You are ready to install the print drivers. For details, see Installing the Software on page 44.

Connecting to a Telephone Line

1. Ensure that the printer is turned off.
2. Connect a standard RJ11 cable, No. 26 American Wire Gauge (AWG) or larger, to the Line port on the back of the printer.
3. Connect the other end of the RJ11 cable to an operating telephone line.
4. Enable and configure the Fax functions.

   Notes:
   - Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or driver type.
   - The fax function works best with an analog phone line. Voice-Over Internet Protocols (VOIPs) such as FIOS and DSL are not supported.

For details, see the *System Administrator Guide* at www.xerox.com/office/WC6655docs.

Turning the Printer On and Off

This printer has both a power switch and a power button. The power switch on the side of the printer controls the main power to the printer. The control panel power button controls power to the printer electronic components. The preferred software-controlled printer shutdown method is to press the power button.

To turn on the printer:

- Turn on the power switch.
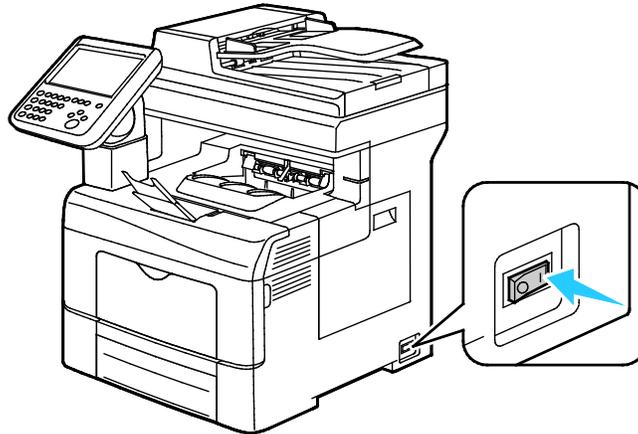
- If the power switch is on, but the printer is powered off, the printer was turned off using the power button. To turn on the printer, on the control panel, press **Power**.

To turn off the printer:

⚠ **CAUTIONS:**

- To prevent a printer malfunction or damage to the internal hard drive, perform the power button shutdown first. After the touch screen goes dark, wait 10 seconds, then turn off the power switch.
- Do not plug or unplug the power cord while the printer is powered on.
- Ensure that there are no jobs in the queue.

1. On the control panel, press **Power**.

2. Touch **Power Down**.

   After 10 seconds, the touch screen goes dark and the Power Saver button flashes until the printer has completed powering down.
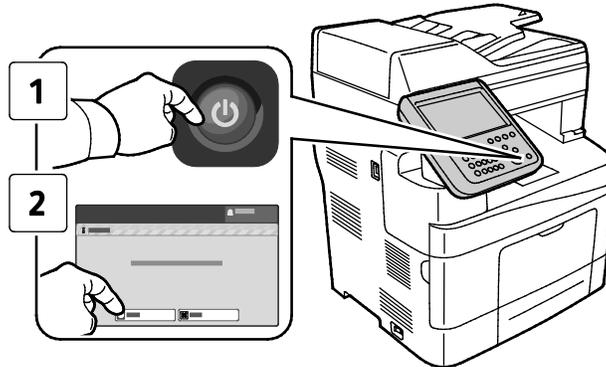
Note: When all of the control panel lights are off, the printer power off sequence is complete. Turning the power switch off is optional.

Configuring Network Settings

About TCP/IP and IP Addresses

Computers and printers primarily use TCP/IP protocols to communicate over an Ethernet network. Generally, Macintosh computers use either TCP/IP or the Bonjour protocol to communicate with a network printer. For Macintosh OS X systems, TCP/IP is preferred. Unlike TCP/IP, however, Bonjour does not require printers or computers to have IP addresses.

With TCP/IP protocols, each printer and computer must have a unique IP address. Many networks and cable and DSL routers have a Dynamic Host Configuration Protocol (DHCP) server. A DHCP server automatically assigns an IP address to every computer and printer on the network that is configured to use DHCP.

If you use a Cable or DSL router, see the documentation for your router for information on IP addressing.

Modifying General Settings

You can modify printer settings such as the language, date and time, units of measurement, display brightness, and startup page from the control panel.

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Device Settings>General**, then touch the setting you want to change:
   - **Energy Saver** specifies when the printer goes into energy-saving mode.
   - **Date and Time** allows you to set the time zone, date, time, and display format.
   - **Language/Keyboard Selection** allows you to set the language and keyboard layout.
   - **Custom Keyboard Button** allows you to assign text to the custom key on the virtual keyboard.

   Note: This is a partial list. If a feature does not appear, contact the system administrator or log in as a system administrator. For details, see Logging In as the System Administrator at the Control Panel on page 28.

3. Touch **Save**.

Setting Energy Saver Mode

You can set the time the printer spends idle in ready mode before the printer transitions to a lower power level.

To configure Energy Saver settings:

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Device Settings>General>Energy Saver**.

   Note: If this feature does not appear, log in as a system administrator. For details, see Logging In as the System Administrator at the Control Panel on page 28.

3. Under From Standby Mode to Energy Saver Mode, to set the time in minutes, touch the arrow buttons. Standby Mode uses more energy, but wakes faster than Energy Saver Mode.
4. Under From Energy Saver Mode to Sleep Mode, to set the time in minutes, touch the arrow buttons. Energy Saver Mode uses more energy, but wakes faster than Sleep Mode.
5. Touch **Save**.

Setting the Date and Time at the Control Panel

1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Device Settings>General>Date and Time**.

    Note: If this feature does not appear, log in as a system administrator. For details, see Logging In as the System Administrator at the Control Panel on page 28.
3. To set the time zone, touch **Time Zone**, then touch the arrows to adjust the time zone.
4. To set the date, touch **Date**, select a format, then set the date.
5. To use 24 hour format, select **Display 24 hour clock**. To set the time, touch **Time**, then set the time.

    Note: The date and time are set automatically through Network Time Protocol (NTP). To modify these settings, go to the Properties tab in CentreWare Internet Services and change the Date and Time Setup to **Manual (NTP Disabled)**.
6. Touch **Save**.

Installing the Software

This section includes:

Before installing driver software, verify that the printer is plugged in, turned on, connected correctly, and has a valid IP address. The IP address usually appears in the upper right corner of the control panel. If you cannot find the IP address, see Finding the IP Address of Your Printer on page 29.

If the *Software and Documentation disc* is not available, download the latest drivers from www.xerox.com/office/WC6655drivers.

Operating System Requirements

- Windows XP SP3, Windows Vista, Windows 7, Windows 8, Windows Server 2003, Windows Server 2008, Windows Server 2008 R2, and Windows Server 2012.
- Macintosh OS X version 10.7 and later.
- UNIX and Linux: Your printer supports connection to various UNIX platforms through the network interface. For details, see www.xerox.com/office/WC6655drivers.

Installing Drivers and Utilities for Windows

To access all the features of your printer, install the Xerox® print driver and the Xerox® scan driver.

To install the print and scan driver software:

1. Insert the *Software and Documentation disc* into the appropriate drive on your computer. The installer starts automatically.

   If the installer does not start automatically, navigate to the drive, and double-click the **Setup.exe** installer file.

2. To change the language, click **Language**.

3. Select your language, then click **OK**.

4. Click **Install Drivers>Install Print and Scan Drivers**.

5. To accept the license agreement, click **I Agree**.

6. From the list of discovered printers, select your printer, then click **Next**.

7. If your printer does not appear in the list of discovered printers, click **Extended Search**.

8. If your printer still does not appear in the list of discovered printers, and you know the IP address:

   a. Click the **Network Printer** icon at the top of the window.

   b. Enter the IP address or the DNS name of the printer.

   c. Click **Search**.

   d. From the list of discovered printers, select your printer, then click **Next**.

9. If the printer still does not appear in the list of discovered printers, and you do not know the IP address:

   a. Click **Advanced Search**.

   b. If you know the gateway address and subnet mask, click the top button and enter the addresses into the Gateway and Subnet Mask fields.

   c. If you know the address of another printer on the same subnet, click the middle button and enter the address in the IP Address field.

   d. Click **Search**.

   e. From the list of discovered printers, select your printer, then click **Next**.

   Note: When the printer appears in the Discovered Printers window, it displays the IP address. Record the IP address for future use.

10. Select the desired driver.

11. Click **Install**.

    If the installer prompts you for the IP address, enter the IP address of the printer.

    If the installer prompts you to restart your computer, click **Restart** to complete the installation of the drivers.

12. To complete the installation, click **Finish**.

Installing Print Drivers and Utilities for Macintosh OS X Versions 10.7 and Later

To access all the features of your printer, install the Xerox® print driver and the Xerox® scan driver.

To install the print and scan driver software:
1. Insert the *Software and Documentation disc* into the appropriate drive on your computer.
2. Open Xerox® Print Drivers 3.xx.x.dmg/.pkg as needed for your printer.
3. To run Xerox® Print Drivers 3.xx.x.dmg/.pkg, double-click the appropriate file name.
4. When prompted, click **Continue**.
5. To accept the license agreement, click **I Agree**.
6. To accept the current installation location, click **Install**, or select another location for the installation files, then click **Install**.
7. Enter your password, then click **OK**.
8. From the list of discovered printers, select your printer, then click **Next**.
   If your printer does not appear in the list of discovered printers:
   a. Click the **Network Printer Icon**.
   b. Type the IP address of your printer, then click **Continue**.
   c. Select your printer in the list of discovered printers, then click **Continue**.
9. To accept the print queue message, click **OK**.
10. Select or clear the **Set Printer as Default** and **Print a Test Page** check boxes.
11. Click **Continue**, then click **Close**.

   Note: The printer is added automatically to the printer queue in Macintosh OS X versions 10.7 and later.

To verify the installation of printer options with the print driver:
1. From the Apple menu, click **Printer Preferences>Print & Scan**.
2. Select the printer in the list, then click **Options and Supplies**.
3. Click **Driver**, then confirm that your printer is selected.
4. Confirm that all of the options installed on the printer appear correct.
5. If you change settings, click **OK**, close the window, then exit System Preferences.

Installing Scan Drivers for Macintosh

1. Insert the *Software and Documentation disc* into the appropriate drive on your computer.
2. To view the **.dmg** file for your printer, double-click the disc icon on your desktop.
3. Open the **Scan Installer.dmg** file, then navigate to the appropriate installer file for your operating system.
4. Open the **Scan Installer** package file.
5. To acknowledge the warning and introductory messages, click **Continue**.
6. To accept the license agreement, click **Continue**, then click **Agree**.
7. Click **Continue** again.
8. Enter your password, then click **OK**.
9. If prompted to close other installations, click **Continue Installing**.
10. To restart, click **Log Out**.

Installing Print Drivers and Utilities for UNIX and Linux Printing

For details about UNIX and Linux drivers, see the *System Administrator Guide* at www.xerox.com/office/WC6655docs.

Xerox® Print Driver Package

The Xerox® Print Driver package provides tools for you to manage printers connected in UNIX and Linux environments.

Xerox® Print Drivers

You can use a Xerox® print driver to select printer features. All operating systems include the Office Standard print driver, which can print to a wide range of Xerox devices that share common features. You can use a Linux-based print driver to print to a specific model.

Xerox® Printer Manager

Xerox® Printer Manager allows you to:
• Configure local and network-connected printers.
• Set up a printer on your network as well as monitor the operation of the printer once installed.
• Provide a common look and feel across the many different suppliers of UNIX and Linux operating systems.

Installing Xerox® Print Driver Package

Before you begin:

Ensure that you have root or superuser privileges to install Xerox® Printer Manager.

Note: When installing drivers for a network printer, if you do not see your printer in the list, click the **IP Address or DNS Name** button. In the IP Address or DNS Name field, type the IP address of your printer, then click **Search** to locate your printer. If you do not know the IP address of the printer, see Finding the IP Address of Your Printer on page 29.

1. Download the appropriate package for your operating system.
   The available files are:
   – XeroxOSDPkg-AIXpowerpc-x.xx.xxx.xxxx.rpm for the IBM PowerPC family.
   – XeroxOSDPkg-HPUXia64-x.xx.xxx.xxxx.depot.gz to support HP Itanium workstations.
   – XeroxOSDPkg-SunOSi386-x.xx.xxx.xxxx.pkg.gz for Sun Solaris x86 systems.
   – XeroxOSDPkg-SunOSsparc-x.xx.xxx.xxxx.pkg.gz for Sun Solaris SPARC systems.
   – Xeroxv5Pkg-Linuxi686-x.xx.xxx.xxxx.rpm to support RPM-based 32-bit Linux environments.
   – Xeroxv5Pkg-Linuxi686-x.xx.xxx.xxxx.deb to support Debian-based 32-bit Linux environments.
   – Xeroxv5Pkg-Linuxx86_64-x.xx.xxx.xxxx.rpm to support RPM-based 64-bit Linux environments.
   – Xeroxv5Pkg-Linuxx86_64-x.xx.xxx.xxxx.deb to support Debian-based 64-bit Linux environments.
2. To install the Xerox® Print Driver package, open the package with your OS package manager or use the appropriate command-line utility for your OS.
   – AIX: **rpm -U XeroxOSDPkg-AIXpowerpc-x.xx.xxx.xxxx.rpm**
   – HPUX: **swinstall -s XeroxOSDPkg-HPUXia64-x.xx.xxx.xxxx.depot.gz ***
   – Solaris (x86 based): **pkgadd -d XeroxOSDPkg-SunOSi386-x.xx.xxx.xxxx.pkg**
   – Solaris (SPARC based): **pkgadd -d XeroxOSDPkg-SunOSsparc-x.xx.xxx.xxxx.pkg**
   – Linux (RPM based 32-bit): **rpm -U Xeroxv5Pkg-Linuxi686-x.xx.xxx.xxxx.rpm**
   – Linux (Debian based 32-bit): **dpkg -i Xeroxv5Pkg-Linuxi686-x.xx.xxx.xxxx.deb**
   – Linux (RPM based 64-bit): **rpm -U Xeroxv5Pkg-Linuxx86_64-x.xx.xxx.xxxx.rpm**
   – Linux (Debian based 64-bit): **dpkg -i Xeroxv5Pkg-Linuxx86_64-x.xx.xxx.xxxx.deb**
   The package installs files into /opt/Xerox/prtsys.

Launching Xerox® Printer Manager

To launch Xerox® Printer Manager from a terminal window prompt as root, type **xeroxprtmgr**, then press **Enter** or **Return**.

Other Drivers

The following drivers are available for download at www.xerox.com/office/WC6655drivers.

- The Xerox® Global Print Driver works with any printer on your network, including those printers made by other manufacturers. It configures itself for your individual printer upon installation.
- The Xerox® Mobile Express Driver works with any printer available to your computer that supports standard PostScript. It configures itself for the printer you select every time you print. If you travel frequently to the same sites, you can save your favorite printers in that location and the driver saves your settings.

Paper and Media

4

This chapter includes:

Supported Paper

This section includes:

Your printer is designed to use various paper and other media types. To ensure the best print quality and to avoid jams, follow the guidelines in this section.

For best results, use Xerox paper and media recommended for your printer.

Recommended Media

A list of paper and media recommended for your printer is available at:
* www.xerox.com/paperRecommended Media List (United States)
* www.xerox.com/europaperRecommended Media List (Europe)

Ordering Paper

To order paper or other media, contact your local reseller or visit www.xerox.com/office/WC6655supplies.

General Paper Loading Guidelines

* Do not overfill the paper trays. Do not load paper above the maximum fill line in the tray.
* Adjust the paper guides to fit the paper size.
* Fan paper before loading it in the paper tray.
* If excessive jams occur, use paper or other approved media from a new package.
* Do not print on label media once a label has been removed from a sheet.
* Use only paper envelopes. Print envelopes 1-sided only.

Paper That Can Damage Your Printer

Some paper and other media types can cause poor output quality, increased paper jams, or damage your printer. Do not use the following:

- Rough or porous paper
- Inkjet paper
- Non-laser glossy or coated paper
- Paper that has been photocopied
- Paper that has been folded or wrinkled
- Paper with cutouts or perforations
- Stapled paper
- Envelopes with windows, metal clasps, side seams, or adhesives with release strips
- Padded envelopes
- Plastic media
- Transparencies

⚠️ **CAUTION:** The Xerox Warranty, Service Agreement, or Xerox Total Satisfaction Guarantee does not cover damage caused by using unsupported paper or specialty media. The Xerox Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Please contact your local representative for details.

Paper Storage Guidelines

Storing your paper and other media properly contributes to optimum print quality.

- Store paper in dark, cool, relatively dry locations. Most paper is susceptible to damage from ultraviolet and visible light. Ultraviolet light, from the sun and fluorescent bulbs, is particularly damaging to paper.
- Reduce the exposure of paper to strong lights for long periods of time.
- Maintain constant temperatures and relative humidity.
- Avoid storing paper in attics, kitchens, garages, or basements. These spaces are more likely to collect moisture.
- Store paper flat, either on pallets, cartons, shelves, or in cabinets.
- Avoid food or drinks in the area where paper is stored or handled.
- Do not open sealed packages of paper until you are ready to load them into the printer. Leave stored paper in the original packaging. The paper wrapper protects the paper from moisture loss or gain.
- Some special media is packaged inside resealable plastic bags. Store the media inside the bag until you are ready to use it. Keep unused media in the bag and reseal it for protection.

Supported Paper Types and Weights

Tray	Paper Types	Weights
All Trays	Recycled Custom	60–105 g/m²
	Plain Hole Punched Pre-Printed Bond Letterhead	75–105 g/m²
	Lightweight Cardstock Lightweight Glossy Cardstock	106–163 g/m²
	Cardstock Glossy Cardstock	164–220 g/m²
Bypass Tray	Labels Envelope	

Supported Standard Paper Sizes

Tray	European Standard Sizes	North American Standard Sizes
All Trays	A4 (210 x 297 mm, 8.3 x 11.7 in.) B5 (176 x 250 mm, 6.9 x 9.8 in.) A5 (148 x 210 mm, 5.8 x 8.3 in.) JIS B5 (182 x 257 mm, 7.2 x 10.1 in.) 215 x 315 mm, 8.5 x 12.4 in.	Legal (216 x 356 mm, 8.5 x 14 in.) Folio (216 x 330 mm, 8.5 x 13 in.) Letter (216 x 279 mm, 8.5 x 11 in.) Executive (184 x 267 mm, 7.25 x 10.5 in.) 203 x 254 mm, 8 x 10 in.
Bypass Tray	A6 (105 x 148 mm, 4.1 x 5.8 in.) B6 (125 x 176 mm, 4.9 x 6.9 in.) C5 envelope (162 x 229 mm, 6.4 x 9 in.) C6 envelope (114 x 162 mm, 4.5 x 6.38 in.) DL envelope (110 x 220 mm, 4.33 x 8.66 in.) JIS B6 (128 x 182 mm, 5.0 x 7.2 in.) 127 x 178 mm, 5 x 7 in. Postcard (100 x 148 mm, 3.9 x 5.8 in.) Postcard (148 x 200 mm, 5.8 x 7.9 in.)	Statement (140 x 216 mm, 5.5 x 8.5 in.) Monarch envelope (98 x 190 mm, 3.9 x 7.5 in.) No. 9 envelope (99 x 226 mm, 3.9 x 8.9 in.) No. 10 envelope (241 x 105 mm, 4.1 x 9.5 in.) Envelope 6 x 9 (152 x 228 mm, 6 x 9 in.) 76 x 127 mm, 3 x 5 in. Postcard (89 x 140 mm, 3.5 x 5.5 in.) Postcard (102 x 152 mm, 4 x 6 in.)

Supported Paper Types and Weights for Automatic 2-Sided Printing

Paper Types	Weights
Recycled Custom	60–105 g/m²
Plain Hole Punched Pre-Printed Letterhead Bond	75–105 g/m²
Lightweight Cardstock Lightweight Glossy Cardstock	106–163 g/m²

Supported Custom Paper Sizes

Trays 1 and 2
- Width: 148.0–215.9 mm (5.8–8.5 in.)
- Length: 210–355.6 mm (8.3–14 in.)

Bypass Tray
- Width: 76.2–215.9 mm (3–8.5 in.)
- Length: 127–355.6 mm (5–14 in.)

Automatic 2-sided Printing
- Width: 148.0–215.9 mm (5.8–8.5 in.)
- Length: 210–355.6 mm (8.3–14 in.)

Duplex Automatic Document Feeder
- Width: 148.0–215.9 mm (5.8–8.5 in.)
- Length: 210–355.6 mm (8.3–14 in.)

Loading Paper

This section includes:

Loading Paper in the Bypass Tray

1. Open the bypass tray.
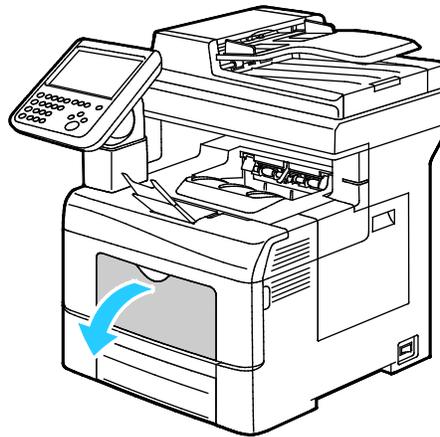
2. If the bypass tray is loaded with paper already, remove any paper that is a different size or type.
3. Move the width guides to the edges of the tray.
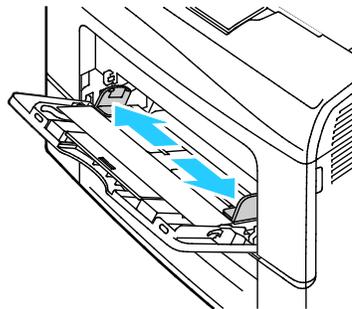
4. Flex the sheets back and forth and fan them, then align the edges of the stack on a level surface. This procedure separates any sheets that are stuck together and reduces the possibility of jams.
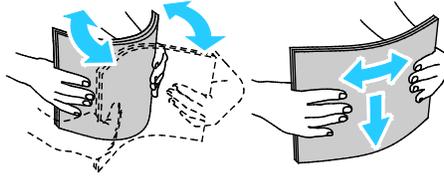
Note: To avoid jams and misfeeds, do not remove paper from its packaging until you are ready to use it.

5. Load the paper in the tray.

6. Load hole punched paper with the holes to the right.

7. For 1-sided and 2-sided printing, to load letterhead or pre-printed paper, place letterhead face down with the top edge going into the printer.
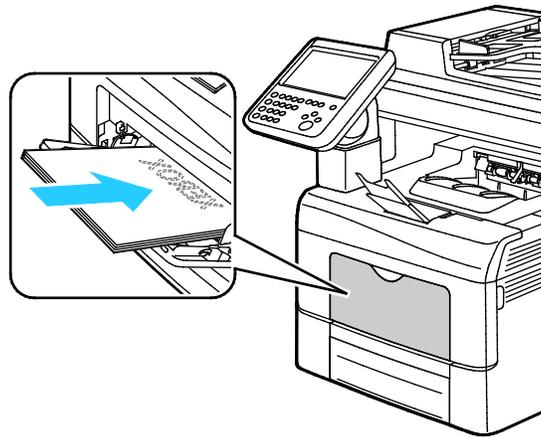
Note: Do not load paper above the maximum fill line. Overfilling the tray can cause the printer to jam.

8. Adjust the width guides until they touch the edges of the paper.

9. If the control panel prompts you, verify the paper size, type, and color in the Paper Settings screen.

Configuring Trays 1 or 2 for the Paper Length

You can adjust the lengths of trays 1 and 2 to accommodate A4/Letter and Legal paper sizes. In the Legal length settings, the trays protrude from the front of the printer.

To change the 550-sheet feeders in trays 1 and 2 to match the paper length:

1. Remove all paper from the tray.
2. To remove the tray from the printer, pull out the tray until it stops, lift the front of the tray slightly, then pull it out.
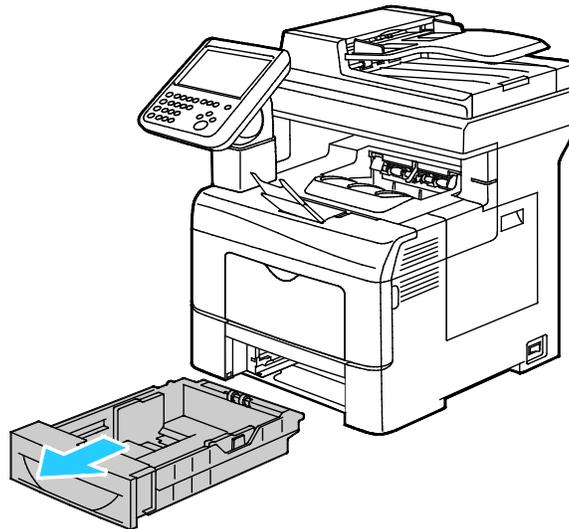
3. To extend the tray, with one hand, hold the back of the tray. With the other hand, at the front of the tray, press the release latch and pull the ends outward until they latch.
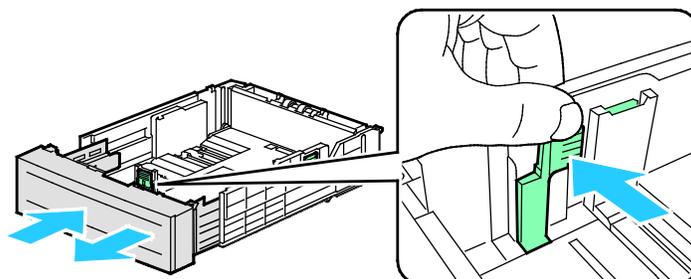
4. To compress the tray for shorter paper, with one hand, hold the back of the tray. With the other hand, at the front of the tray, press the release latch, then push the ends inward until they latch.

5. Load paper into the tray, then insert it back into the printer. For details, see Loading Paper in Trays 1–2 on page 59.
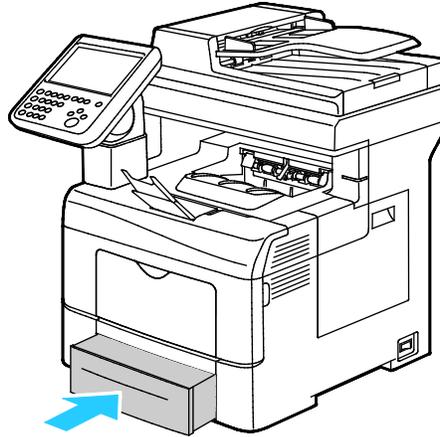
Loading Paper in Trays 1–2

1. To remove the tray from the printer, pull out the tray until it stops, lift the front of the tray slightly, then pull it out.
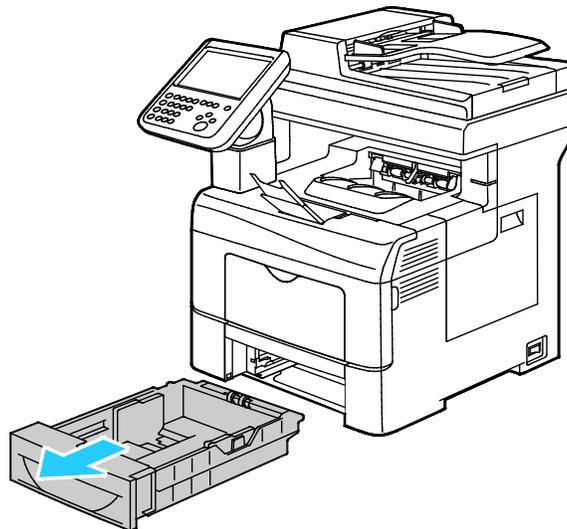
2. At the back of the paper tray, press the paper lift tray down until it locks.
3. Adjust the paper length and width guides as illustrated.
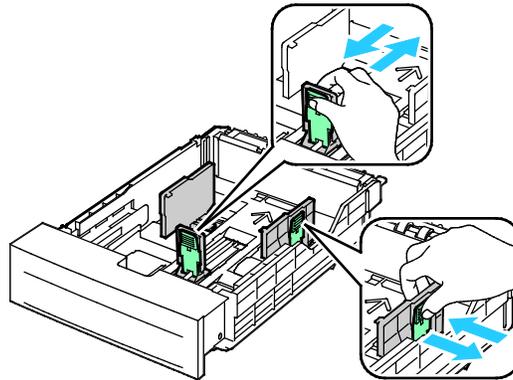
4. Flex the sheets back and forth and fan them, then align the edges of the stack on a level surface. This procedure separates any sheets that are stuck together and reduces the possibility of jams.
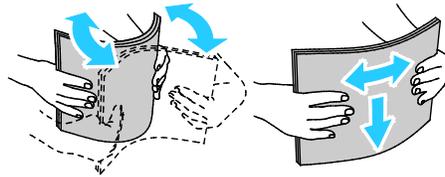
5. Load paper into the tray.
    –   Load hole punched paper with the holes to the right.
    –   For 1-sided and 2-sided printing, to load letterhead or pre-printed paper, place letterhead face down with the top edge going into the printer.

    Note: Do not load paper above the maximum fill line. Overfilling the tray can cause the printer to jam.
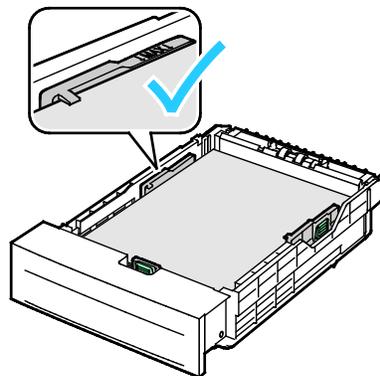
6. Adjust the length and width guides to fit the paper.
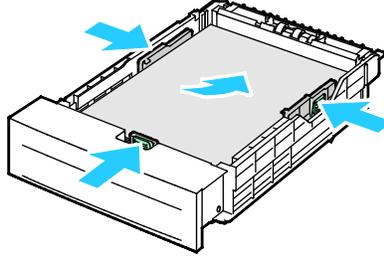
7. Slide the tray back into the printer.
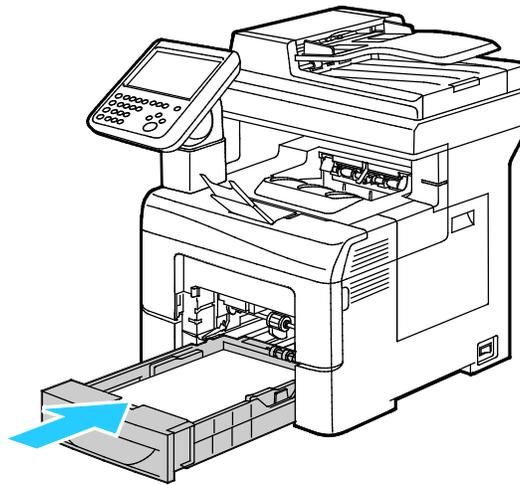
8. Push the tray in all the way.

Notes:

- If the tray does not go in all the way, ensure that the paper lift plate at the back of the tray is locked down.
- If the tray is extended for legal size paper, the tray protrudes when it is inserted into the printer.

9. If the control panel prompts you, verify the paper size, type, and color in the Paper Settings screen.

Printing on Special Paper

This section includes:

To order paper or other media, contact your local reseller or visit www.xerox.com/office/WC6655supplies.

See also:

www.xerox.com/paperRecommended Media List (United States)

www.xerox.com/europaperRecommended Media List (Europe)

Envelopes

You can print envelopes from the bypass tray only.

Guidelines for Printing Envelopes

* Print quality depends on the quality and construction of the envelopes. Try another envelope brand if you do not get desired results.
* Maintain constant temperatures and relative humidity.
* Store unused envelopes in their packaging to avoid excess moisture and dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
* Remove air bubbles from the envelopes before loading them into the tray by setting a heavy book on top of them.
* In the print driver software, select Envelope as the paper type.
* Do not use padded envelopes. Use envelopes that lie flat on a surface.
* Do not use envelopes with heat activated glue.
* Do not use envelopes with press and seal flaps.
* Use only paper envelopes.
* Do not use envelopes with windows or metal clasps.

Loading Envelopes in the Bypass Tray

1. Open the bypass tray.
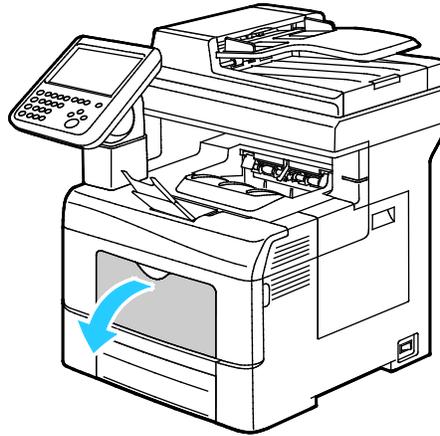
2. Move the width guides to the edges of the tray.
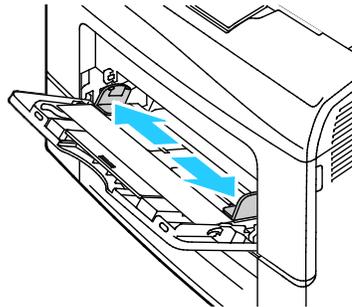
Note: If you do not load envelopes in the bypass tray right after they have been removed from the packaging, they can bulge. Flatten them to avoid jams.
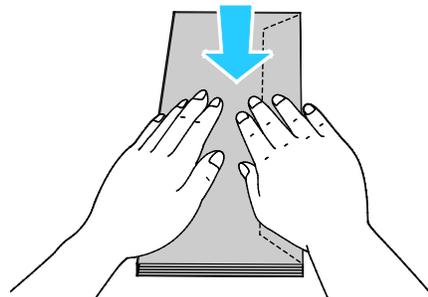
3. To load envelopes, select an option:

   – To load envelopes with long edge flaps, place the envelopes with the short edge going into the printer, flaps down and to the right.
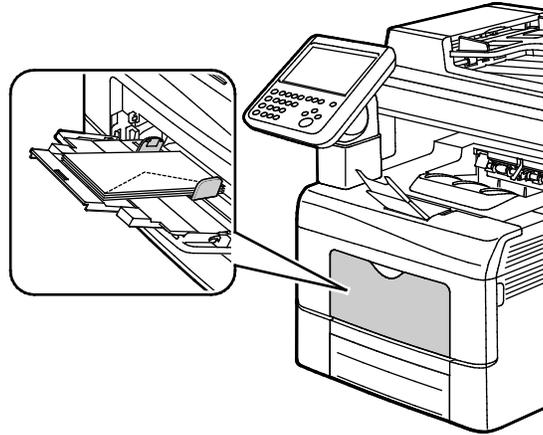
   – To load envelopes with non-adhesive short edge flaps, place print side up, flaps open and down, with the bottom edge entering the printer.
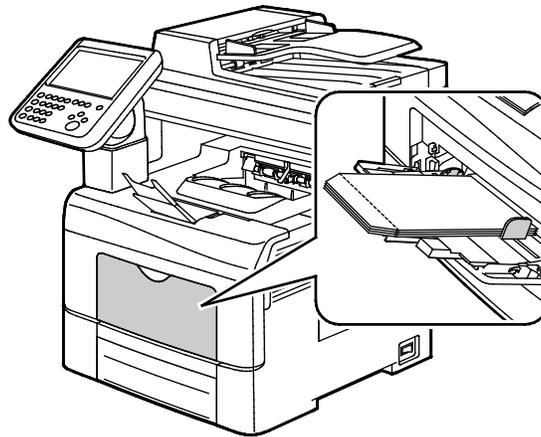
- For envelopes with adhesive short edge flaps, load the envelopes with the print side up, flaps closed and down, and flaps going into the printer.
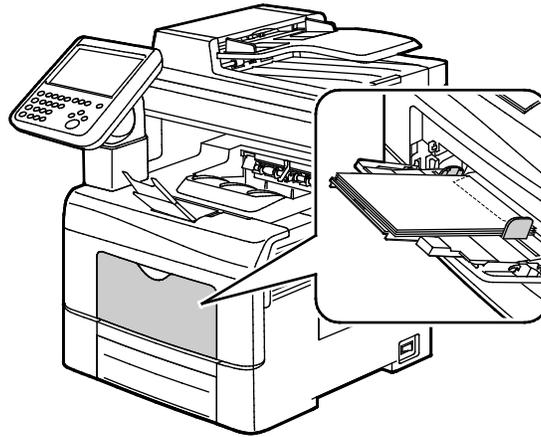
Note: To have envelopes print correctly, when you load envelopes with the flaps open, in the print driver, select **Portrait,Landscape**, or **Rotated Landscape**, as needed. To flip the image, in the print driver, use Rotate Image 180 Degrees, as needed.

4. If the control panel prompts you, verify the paper size, type, and color in the Paper Settings screen.

Labels

You can print labels from the bypass tray only.

Guidelines for Printing Labels

- Use labels designed for laser printing.
- Do not use vinyl labels.
- Do not feed a sheet of labels through the printer more than once.
- Do not use dry gum labels.
- Print only on one side of the sheet of labels. Use full sheet labels only.
- Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.
- Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing them in extreme conditions can cause print-quality problems or cause them to jam in the printer.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam in the printer.
- In the print driver software, select Label as the paper type.
- Before loading labels, remove all other paper from the tray.

⚠ **CAUTION:** Do not use any sheet where labels are missing, curled, or pulled away from the backing sheet. It could damage the printer.

Loading Labels in the Bypass Tray

1. Remove all paper from the tray.
2. Load labels in the bypass tray, face up, with the top edge of the page feeding into the printer only.
3. Adjust the width guides until they touch the edges of the paper.
4. At the control panel, for Paper Settings, touch **Size**.
5. Scroll through the list, then touch **Custom**.
6. Specify the width and length, then touch **OK**.
7. Touch **Type**, then touch **Labels**.
8. Touch **Confirm**.
9. At your computer, in the Printing Preferences of the print driver, click the Printing Options tab.
10. For Paper Type, select **Labels**.

Glossy Cardstock

You can print Lightweight Glossy Cardstock and Glossy Cardstock up to 220 g/m² from any tray.

Guidelines for Printing on Glossy Cardstock

- Do not open sealed packages of glossy cardstock until you are ready to load them into the printer.
- Leave glossy cardstock in the original wrapper, and leave the packages in the shipping carton until ready to use.
- Remove all other paper from the tray before loading glossy cardstock.
- Load only the amount of glossy cardstock you are planning to use. Do not leave glossy cardstock in the tray when you are finished printing. Replace unused cardstock in the original wrapper and seal.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause glossy cardstock to curl and jam in the printer.
- In the print driver software, select the desired glossy cardstock type or select the tray loaded with the desired paper.

Printing

5

This chapter includes:

Printing Overview

Before printing, your computer and the printer must be plugged in, turned on, and connected to an active network. Make sure that you have the correct print driver software installed on your computer. For details, see Installing the Software on page 44.

1. Select the appropriate paper.

2. Load paper in the appropriate tray. On the printer control panel, specify the size, color, and type.

3. Access the print settings in your software application. For most software applications, press **CTRL+P** for Windows, or **CMD+P** for Macintosh.

4. Select your printer.

5. Access the print driver settings by selecting **Properties** or **Preferences** for Windows, or **Xerox**® **Features** for Macintosh. The title of the button can vary depending on your application.

6. Modify the print driver settings as necessary, then click **OK**.

7. Click **Print** to send the job to the printer.

See also:

Loading Paper on page 56

Selecting Printing Options on page 69

Printing on Both Sides of the Paper on page 76

Printing on Special Paper on page 62

Selecting Printing Options

This section includes:

Printing options, also called print driver software options, are specified as Printing Preferences in Windows, and Xerox® Features in Macintosh. Printing options include settings for 2-sided printing, page layout, and print quality. Printing options that are set from Printers and Faxes Printing Preferences become the default setting. Printing options that are set from within the software application are temporary. The application and the computer do not save the settings after the application is closed.

Print Driver Help

Xerox® print driver software Help information is available from the Printing Preferences window. Click the Help (**?**) button in the bottom left corner of the Printing Preferences window to see the Help.

Information about Printing Preferences appears in the Help window on two tabs:

- **Contents** provides a list of the tabs at the top and the areas at the bottom of the Printing Preferences window. Use the Contents tab to find explanations for each of the fields and areas in Printing Preferences.
- **Search** provides a field where you can enter the topic or function for which you need information.

Windows Printing Options

Setting Default Printing Options for Windows

When you print from any software application, the printer uses the print job settings specified in the Printing Preferences window. You can specify your most common printing options and save them so that you do not have to change them every time you print.

For example, if you want to print on both sides of the paper for most jobs, specify 2-sided printing in Printing Preferences.

To select default printing options:

1. Navigate to the list of printers on your computer:
    - For Windows Vista, click **Start>Control Panel>Hardware and Sound>Printers**.
    - For Windows Server 2003 and later, click **Start>Settings>Printers**.
    - For Windows 7, click **Start>Devices and Printers**.
    - For Windows 8, click **Control Panel>Devices and Printers**.

    Note: If the Control Panel icon does not appear on the desktop, right-click on the desktop, then select **Personalize>Control Panel Home>Devices and Printers**.

2. In the list, right-click the icon for your printer and click **Printing Preferences**.
3. In the Printing Preferences window, click a tab, select the options, then click **OK** to save.

    Note: For more information about Windows print driver options, click the Help button (**?**) in the Printing Preferences window.

Selecting Printing Options for an Individual Job for Windows

To use special printing options for a particular job, you can change the Printing Preferences before sending the job to the printer. For example, if you want the highest print quality when you print a document, in Printing Preferences, select High Resolution, then submit the print job.

1. With the document open in your software application, access the print settings. For most software applications, click **File>Print** or press **CTRL+P**.
2. To open the Properties window, select your printer, then click the **Properties** or **Preferences** button. The title of the button varies depending on your application.
3. Click a tab in the Properties window, then make selections.
4. To save your selections and close the Properties window, click **OK**.
5. To send the job to the printer, click **OK**.

Saving a Set of Commonly Used Printing Options for Windows

You can define and save a set of options, so that you can apply them to future print jobs.

To save a set of printing options:

1. With the document open in your application, click **File**>**Print**.
2. Select the printer, then click **Properties**. Click the tabs in the Properties window, then select the desired settings.
3. To save the settings, click the arrow to the right of the Saved Settings field at the bottom of the window, then click **Save As**.
4. Type a name for the set of printing options, then to save the set of options in the Saved Settings list, click **OK**.
5. To print using these options, select the name from the list.

Macintosh Printing Options

Selecting Printing Options for Macintosh

To use specific printing options, change the settings before sending the job to the printer.

1. With the document open in your application, click **File**>**Print**.
2. Select your printer.
3. Select **Xerox**® **Features** from the Copies & Pages menu.
4. Select the desired printing options from the drop-down lists.
5. Click **Print** to send the job to the printer.

Saving a Set of Commonly Used Printing Options for Macintosh

You can define and save a set of options, so that you can apply them to future print jobs.

To save a set of printing options:

1. With the document open in your application, click **File**>**Print**.
2. Select your printer from the Printers list.
3. Select the desired printing options from the drop-down lists in the Print dialog box.
4. Click **Presets**>**Save As**.
5. Type a name for the printing options, then click **OK** to save the set of options in the Presets list.
6. To print using these options, select the name from the Presets list.

Linux Printing Options

Launching Xerox® Printer Manager

To launch Xerox® Printer Manager from a terminal window prompt as root, type **xeroxprtmgr**, then press **Enter** or **Return**.

Printing from a Linux Workstation

To print from a Linux workstation:
1. Create a print queue.
2. With the desired document or graphic open in your application, open the Print dialog box. For most software applications, click **File**>**Print** or press **CTRL+P**.
3. Select the target print queue.
4. Close the Print dialog box
5. In the Xerox® GUI print driver, select the available printer features.
6. Click **Print**.

    The Xerox® print driver accepts job ticket settings files that select additional settings or features. You can also submit print requests through the command line using lp/lpr.

To create a job ticket using the Xerox® GUI print driver:
1. Open the Xerox® GUI print driver.
2. Select the desired options.
3. Click **Save As**, then store the job ticket in a public location, such as /tmp.

    Note: Personally identifiable information, such as a Secure Print passcode, is not saved in the job ticket. You can specify the information on the command line.

To create a job ticket using the command line:
1. On the command line, as the root user, type **xeroxprtmgr**.
2. Select the desired options.
3. Click **Save As**, then store the job ticket in a public location, such as /tmp.

    Note: Personally identifiable information, such as a Secure Print passcode, is not saved in the job ticket. You can specify the information on the command line.

The following commands are examples of how to print using a job ticket:
*   lp -d{Target_Queue} -oJT={Absolute_Path_To_Job_Ticket} {Path_To_Print_File}
*   lp -dMyQueue -oJT=/tmp/DuplexedLetterhead /home/user/PrintReadyFile
*   lp -dMyQueue -oJT=/tmp/Secure -oSecurePasscode=1234 /home/user/PrintReadyFile

Managing Jobs

This section includes:

Managing Jobs at the Control Panel

From the control panel Job Status, you can view lists of active jobs, secure jobs, or completed jobs. You can pause, delete, print, or view job progress or job details for a selected job. For details, see Printing Special Job Types on page 85.

To pause printing:

1. At the control panel, press the **Interrupt** button. The printer continues to print while it determines the best place to pause the spooled print job.
2. To resume printing, press the **Interrupt** button again.

To pause the print job with the option to delete it:

1. At the control panel, press the **Stop** button.
2. Do one of the following:
   - To delete the print job, touch **Cancel Printing**.
   - To resume the print job, touch **Resume Printing**.

   Note: If you do not make a selection within 60 seconds, the job automatically resumes.

To view active, secure, or completed jobs:

1. At the control panel, press the **Job Status** button.
2. To see a list of specific job types, touch a tab.
   - To view jobs that are processing or waiting to process, touch the **Active Jobs** tab.
   - To view Secure Print jobs, touch the **Secure Print Jobs**, or **My Secure Jobs** tab. Touch the folder, enter the passcode number using the keypad, then touch **OK**.
   - To view completed jobs, touch the **Completed Jobs** tab.
3. To refine the list, touch the **Down** arrow.
4. To see details about a job, touch the job.

To delete a job:

1.   At the control panel, press the **Job Status** button.
2.   From any of the job type tabs, touch the job.
3.   Touch **Delete**.

     Notes:

     •   The system administrator can restrict users from deleting jobs. If a system administrator has restricted job deletion, you can view the jobs, but not delete them.
     •   Only the user that sent the job or the system administrator can delete a secure print job.

From the Print From menu, you can view lists of saved jobs, jobs stored on a USB Flash drive, or jobs stored in printer folders. You can select and print jobs from any of the lists. To print the job, see Printing Special Job Types on page 85.

To view saved jobs:

1.   At the printer control panel, press the **Services** button.
2.   Touch **Print From**, then touch **Saved Jobs**.
3.   To view the saved jobs, touch a folder.
4.   To see details about a job, touch the job.

Managing Secure and Held Print Jobs

When you send a secure print job, the job is held until you release it by typing a passcode at the control panel.

To view a list of secure print jobs:

1.   At the printer control panel, press the **Job Status** button.
2.   Touch **Secure Print Jobs** or **My Secure Jobs**. For details, see Secure Print on page 85.
3.   Note: Only the user that sent the job or the system administrator can delete a secure print job.

If the system administrator has configured the Hold All Jobs feature, any job sent to the printer is held until you release it. For details, see Releasing Held Print Jobs on page 90.

Unidentified jobs are jobs that are not associated with a user name. Unidentified jobs originate from a computer that does not require a user to log in. Examples are a job sent from a DOS or UNIX window using LPR, Port 9100, or from the Jobs tab in CentreWare Internet Services.

To view a list of the unidentified jobs and release them:

1.   Touch the **Unidentified Print Jobs** tab.
2.   Do one of the following:
     –   To release a held job, touch the job, then touch **Release**.
     –   To release all held jobs, touch **Release All Jobs**.

A print job can be held by the printer when it is unable to complete a print job. For example, it needs attention, paper, or supplies. When the condition is resolved, the printer automatically resumes printing.

Managing Jobs in CentreWare Internet Services

You can view a list of active jobs and delete print jobs from the Active Jobs list in CentreWare Internet Services. You can also print, copy, move, or delete saved jobs. For details, see the Help in CentreWare Internet Services.

Printing Features

This section includes:

- Printing on Both Sides of the Paper 76
- Selecting Paper Options for Printing 77
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Printing on Both Sides of the Paper

Paper Types for Automatic 2-Sided Printing

The printer can print a 2-sided document automatically on supported paper. Before printing a 2-sided document, verify that the paper type and weight are supported. For details, see Supported Paper Types and Weights for Automatic 2-Sided Printing on page 55.

Printing a 2-Sided Document

Options for Automatic 2-Sided Printing are specified in the print driver. The print driver uses the settings for portrait or landscape orientation from the application for printing the document.

2-Sided Page Layout Options

You can specify the page layout for 2-sided printing, which determines how the printed pages turn. These settings override the application page orientation settings.
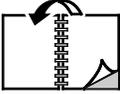
Portrait		Landscape	
Portrait 2-Sided Print	Portrait 2-Sided Print, Flip on Short Edge	Landscape 2-Sided Print	Landscape 2-Sided Print, Flip on Short Edge

Selecting Paper Options for Printing

There are two ways to select the paper for your print job. You can let the printer select which paper to use based on the document size, paper type, and paper color you specify. You can also select a specific tray loaded with the desired paper.

Printing Multiple Pages to a Single Sheet

When printing a multiple-page document, you can print more than one page on a single sheet of paper. Print 1, 2, 4, 6, 9, or 16 pages per side by selecting Pages Per Sheet on the Page Layout tab. Page Layout is on the Document Options tab.
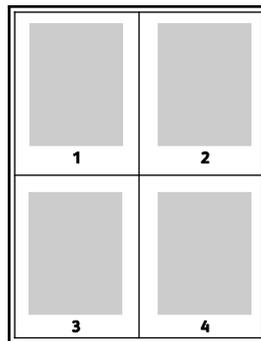
Printing Booklets

With 2-sided printing, you can print a document in the form of a small booklet. Create booklets from any paper size that is supported for 2-sided printing. The driver automatically reduces each page image and prints four page images per sheet of paper, two page images on each side. The pages are printed in the correct order so that you can fold and staple the pages to create the booklet.

When you print booklets using the Windows PostScript or Macintosh driver, you can specify the gutter and creep.

- **Gutter**: Specifies the horizontal distance in points between the page images. A point is 0.35 mm (1/72 in.).
- **Creep**: Specifies how much the page images shift outward in tenths of a point. Shifting compensates for the thickness of the folded paper, which can cause the page images to shift outward slightly when folded. You can select a value from zero to 1 point.

Gutter	Creep
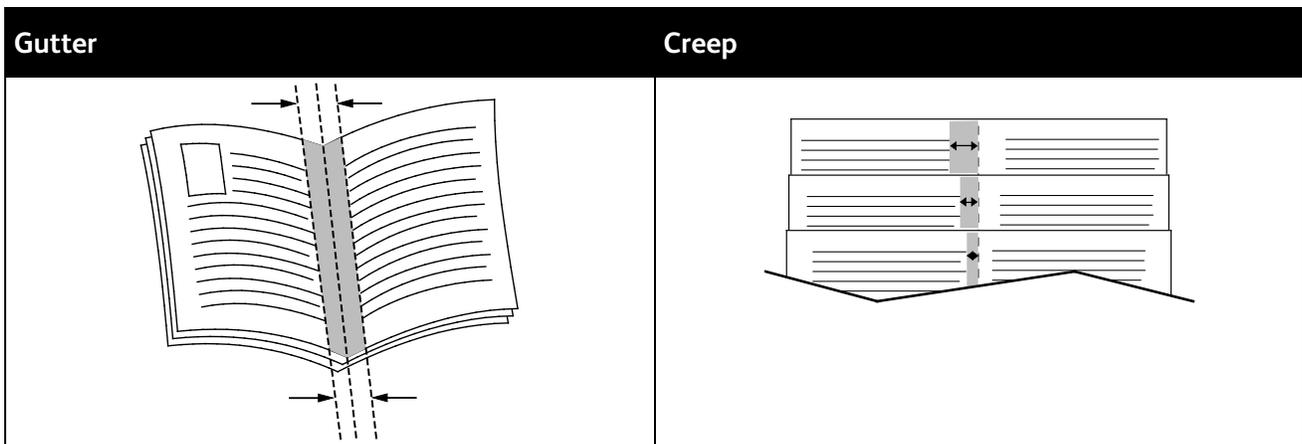
Print Quality

Print-quality modes:

- Standard print-quality mode: 600 x 600 dpi
- High-Resolution print-quality mode: 2400 x 600 dpi
- Toner Saver print-quality mode
  - This mode reduces the amount of toner used for print jobs.
  - You can use this feature for draft quality output.

Using Image Options

The Image Options control the way the printer uses color to produce your document. The Windows PostScript and the Macintosh drivers provide the widest range of color controls and corrections. Each system has standard modes of color control for normal use and custom color options for the more advanced users. Image Options are on the Image Options tab of the Properties window. There, they are divided into Color Correction, Color By Words, and Color Adjustments tabs. For details on accessing the Properties window, see Printing Overview on page 68.

The Color Correction tab provides standard color modes:

- **Xerox Black and White**: Converts all color in the document to black and white or shades of gray.
- **Xerox Automatic Color**: Applies the best color correction to text, graphics, and images. Xerox recommends this setting.
- **Color Correction**: Provides a selection of commercial press, spot color, CIE, and gray image simulations to match your document color. This tab also provides a Custom Automatic Color option for advanced color corrections based on RGB Color, CMYK Color, Spot Color, CIE Color, or Gray.

The two remaining tabs provide additional ways of adjusting the colors for more specific color requirements.

The Color By Words tab provides a three-step process for defining custom color correction. By making a selection from each of the three fields, you create a sentence for controlling the color characteristics of the document. You can create several sentences to more precisely control the color content of the document. As you create a Color By Words sentence, it appears in the window below the selection fields. The sentence structure is made of three parts:

- **What Color to Change?**: Provides a list to select a color or range of colors to adjust, such as All Foliage-Green Colors.
- **How Much Change?**: Lets you select how much effect to make to the selected color.
- **What Type of Change?**: Lets you select the type of change, such as Vivid, from a list.

The Color Adjustments tab provides a set of six sliders for adjusting the individual components of the selected colors. You can use the sliders to adjust the lightness, contrast, saturation, cyan, magenta, and yellow components of the color.

Printing Cover Pages

A cover page is the first or last page of a document. You can select paper sources for the cover pages that are different from the source used for the body of a document. For example, you can use your company letterhead for the first page of a document. You can also use heavyweight paper for the first and last pages of a report. You can use any applicable paper tray as the source for printing cover pages.

Select one of these options for printing cover pages:

- **No Covers** does not print cover pages. No cover pages are added to the document.
- **Front Only** prints the first page on paper from the specified tray.
- **Back Only** prints the back page on paper from the specified tray.
- **Front and Back: Same** prints the front and back cover pages from the same tray.
- **Front and Back: Different** prints the front and back cover pages from different trays.

After making a selection for printing the cover pages, you can select the paper for the front and back covers by size, color, or type. You can also use blank or pre-printed paper, and you can print side one, side two, or both sides of the cover pages.

Printing Insert Pages

You can add blank or pre-printed insert pages before page one of each document or after designated pages within a document. Adding an insert after designated pages within a document separates sections, or acts as a marker or placeholder. Ensure that you specify the paper to use for the insert pages.

- **Insert Options** provides the options to place an insert After Page X, where X is the specified page, or Before Page 1.
- **Insert Quantity** specifies the number of pages to insert at each location.
- **Pages** specifies the page or range of pages that use the exception page characteristics. Separate individual pages or page ranges with commas. Specify pages within a range with a hyphen. For example, to specify pages 1, 6, 9, 10, and 11, type **1,6,9-11**.
- **Paper** displays the default size, color, and type of paper selected in Use Job Settings. Click the **Down** arrow to the right of the Paper field to select a different paper size, color, or type.
- **Job Setting** displays the attributes of the paper for the remainder of the job.

Printing Exception Pages

Exception pages have different settings from the rest of the pages in the job. You can specify differences such as page size, page type, and page color. You can also change the side of the paper on which to print as your job requires. A print job can contain multiple exceptions.

For example, your print job contains 30 pages. You want five pages to print on only one side of a special paper, and the remainder of the pages printed 2-sided on regular paper. You can use exception pages to print the job.

In the Add Exceptions window, you can set the characteristics of the exception pages and select the alternate paper source:

- **Pages** specifies the page or range of pages that use the exception page characteristics. Separate individual pages or page ranges with commas. Specify pages within a range with a hyphen. For example, to specify pages 1, 6, 9, 10, and 11, type **1,6,9-11**.
- **Paper** displays the default size, color, and type of paper selected in Use Job Settings. Click the **Down** arrow to the right of the Paper field to select a different paper size, color, or type.
- **2-Sided Printing** allows you to select 2-sided printing options. Click the **Down** arrow to select an option:
  - **1-Sided Print** prints the exception pages on one side only.
  - **2-Sided Print** prints the exception pages on both sides of the paper and flips the pages on the long edge. The job then can be bound on the long edge of the pages.
  - **2-Sided Print, Flip on Short Edge** prints the exception pages on both sides of the paper and flips the pages on the short edge. The job then can be bound on the short edge of the pages.
  - **Use Job Setting** prints the job using the attributes shown in the Job Settings box.
- **Job Setting** displays the attributes of the paper for the remainder of the job.

  Note: Some combinations of 2-sided printing with certain paper types and sizes can produce unexpected results.

Scaling

You can reduce the image to as little as 25 % of its original size or enlarge it as much as 400 %. In Windows, you can find the Scale Options in the print driver on the Printing Options tab.

50%	100%	200%
XEROX	XEROX	XEROX
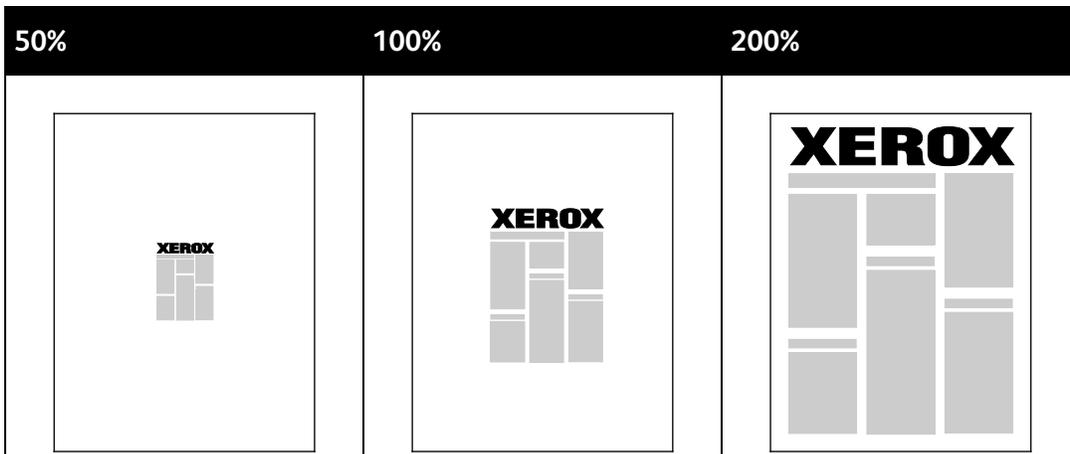
1. To access Scaling Options, to the right of the Paper field, click the arrow, then select **Other Size**>**Advanced Paper Size**.

2. Select an option.
   - **No Scaling**: You can use this option to retain the original image size.
   - **Automatically Scale**: You can use this option to change the print from one standard paper size to another. The Original Document Size is scaled to fit on the selected output paper size shown in the Output Paper Size field.
   - **Manually Scale**: You can use this option to change the output print size by a specified percentage.

Printing Watermarks

A watermark is special purpose text that can be printed across one or more pages. For example, you can add a word like Copy, Draft, or Confidential as a watermark instead of stamping it on a document before distribution.
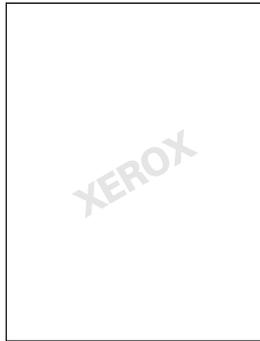
- Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or driver type.
- Watermarks are not supported for some print drivers when booklet is selected or when more than one page is printed on a sheet of paper.

Using the watermark options, you can do the following:

- Create a watermark or edit an existing watermark using the Watermark Editor:
  - A Text Watermark uses the characters typed in the Text field as the watermark. You can create a text watermark to print on a document. Select options such as font size, font type, font color, and angle.
  - A Picture Watermark uses an image as the watermark. The picture file can be in **.bmp**, **.gif**, or **.jpg** format. You can create a picture watermark to print on a document, and select options including size and position on the page.
  - A Time Stamp Watermark uses a time stamp as the watermark. You can create a time stamp watermark to print on a document. Time stamp elements include the day, date, time, and time zone.
- Place a watermark on the first page or on every page in a document.
- Print a watermark in the foreground or background or blend it with the print job.

To print a Watermark:

1. Click **Document Options>Watermark**.
2. From the Watermark menu, select the watermark.
3. Click **Layering**, then select how to print the watermark:
   - **Print in Background** prints the watermark behind the text and graphics in the document.
   - **Blend** combines the watermark with the text and graphics in the document. A blended watermark is translucent, so you can see both the watermark and the document content.
   - **Print in Foreground** prints the watermark over the text and graphics in the document.

4. Click **Pages**, then select the pages on which to print the watermark:
    − **Print on All Pages** prints the watermark on all pages of your document.
    − **Print on Page 1 Only** prints the watermark only on the first page of the document.
5. Click **OK**.

Printing Mirror Images

If the PostScript driver is installed, you can print pages as a mirror image. Images mirror left to right when printed.

Creating and Saving Custom Sizes

You can print custom-size paper from any paper tray. Custom-size paper settings are saved in the print driver and are available for you to select in all your applications. For paper sizes that are supported for each tray, see Supported Custom Paper Sizes on page 52.

To create and save custom sizes for Windows:
1. In the print driver, click the **Printing Options** tab.
2. For Paper, click the arrow, then select **Other Size>Advanced Paper Size>Output Paper Size>New**.
3. In the New Custom Paper Size window, enter the height and width of the new size.
4. To specify the units of measurement, at the bottom of the window, click the **Measurements** button, then select **Inches** or **Millimeters**.
5. To save, in the Name field, type a title for the new size, then click **OK**.

To create and save custom sizes for Macintosh:
1. In the application, click **File>Page Setup**.
2. Click **Paper Sizes**, then select **Manage Custom Sizes**.
3. To add a new size, in the Manage Paper Sizes window, click the plus sign (**+**).
4. At the top of the window, double-click **My Custom Size**, then type a name for the new custom size.
5. Enter the height and width of the new custom size.
6. Click **Print Margins**, then select the printer from the list. Or set the top, bottom, right, and left margins.
7. To save the settings, click **OK**.

Selecting Job Completion Notification for Windows

You can select to be notified when your job finishes printing. A message appears on your computer screen with the name of the job and the name of the printer where it was printed.

Note: This feature is available on a computer printing to a network printer.

To be notified when your print job completes:

1. In the print driver, click the **Printing Options** tab.
2. Click **Notification>Notify for Completed Jobs>Enabled**.
3. Click **OK**.

Printing Special Job Types

This section includes:

Special job types allow you to send a print job from your computer, then print it from the printer control panel.

Select special job types in the print driver from the Printing Options tab.

Secure Print

Secure print allows you to associate a 4–10 digit passcode with a print job when sending it to the printer. The job is held at the printer until you enter the passcode at the control panel.

When printing a series of secure print jobs, you can assign a default passcode in the Printing Preferences of the print driver. Then you can use the default passcode for all print jobs sent from that computer. If you must use a different passcode, you can override it in the application print driver.

Sending a Secure Print Job

1. On the Printing Options tab, from the Job Type list, select **Secure Print**.
2. Type a 4–10 digit passcode for the Secure Print job.
3. In the Confirm Passcode field, type the passcode again.

   Notes:

   - If you do not supply a passcode, the printer assigns a passcode and displays it in the Passcode Required window. You can use the passcode supplied by the printer, or you can type your own passcode to use in the Secure Print window.
   - The passcode is associated with your user name. After you set a passcode, it becomes the default passcode for any print job that requires a passcode on all Xerox® printers. You can reset the passcode at any time from any window that contains the passcode.

4. Click **OK**.
5. Verify that the paper is the correct size, type, and weight. If not, change the paper settings.
6. Select an option for 2-sided printing.
7. Select a print-quality mode.
8. Select another tab or click **OK**.
9. To send the job to the printer, in the Print window, select the number of copies to print, then click **OK** or **Print**.

Releasing a Secure Print

1. At the control panel, press the **Job Status** button.
2. Touch the **Secure Print Jobs** or **My Secure Jobs** tab.
3. Touch the folder that holds the print job.
4. Using the keypad, enter the passcode that you assigned to the print job, then touch **OK**.
5. Touch the corresponding print job in the list, then touch **Release**.

Deleting a Secure Print

1. At the control panel, press the **Job Status** button.
2. Touch the **Secure Print Jobs** or **My Secure Jobs** tab.
3. Touch the folder that holds the print job.
4. Enter the passcode number that you assigned to the print job using the keypad.
5. Touch the corresponding print job in the list, then touch **Delete**.

Sample Set

The Sample Set job type allows you to print a sample copy of a multiple-copy job and hold the remaining copies at the printer. After you review the sample copy, you can select the job name from the printer control panel to print the additional copies.

Sending a Sample Set Print Job

1. On the Printing Options tab, from the Job Type list, select **Sample Set**.
2. Verify that the paper is the correct size, type, and weight. If not, change the paper settings.
3. Select an option for 2-sided printing.
4. Select a print-quality mode.
5. Select another tab or click **OK**.
6. To send the job to the printer, in the Print window, select the number of copies to print, then click **OK** or **Print**.
   A sample copy prints immediately. The sample copy is not counted as part of the print job.
7. After reviewing the copy, use the printer control panel to print or delete the remaining copies.

   Note: You can use Sample Set as a part of the Earth Smart settings. In Earth Smart settings, set Sample Set as your default Job Type.

8. To print the job, select it from the job list on the printer control panel.
9. Press **OK**.

Releasing the Remaining Prints After Printing a Sample Set

1. At the control panel, touch **Job Status**.
2. Touch the corresponding print job in the list.

   Note: The control panel displays Held: Sample Set next to the job name.

3. Touch **Release**.

   The remainder of the job prints, and the job is deleted from the printer hard drive.

Delay Print

You can delay a print job for up to 24 hours from the original job submission time. Enter the time at which you would like the job to print. If the time you enter is earlier than the time that you submit the print job, it prints on the following day. The Delayed Print default time is midnight.

Sending a Delay Print Job

1. On the Printing Options tab, from the Job Type list, select **Delay Print**.
2. In the Delay Print window, select the **Tab** key to move from the hour section to the minutes section. To select the time to send the print job, click the arrow buttons.
   - For a 12-hour time format, type the hour (1–12), minutes (00–59), then select **A.M.** or **P.M.** To toggle between A.M. and P.M., click **A.M.** or **P.M.**, then use the **Up** arrow or **Down** arrow buttons.
   - For a 24-hour time format, type the hour (1–23) and the minutes (00–59).

   Note: The regional settings on your computer determine the time format.

3. Click **OK**.
4. Select other desired printing options and click **OK**.
5. Click **OK** or **Print**.

   Note: To print the job after you send it but before the scheduled time, release the job at the printer control panel.

Saved Job

Saved Job or Store File in Folder stores a public or private job in the printer and prints the job as requested at the printer control panel. This option is useful for documents that you print frequently. You can assign a passcode to a private job to prevent unauthorized printing.

To print saved jobs, see Printing from Saved Jobs on page 91.

Sending a Public Saved Job

1. On the Printing Options tab, from the Job Type list, select **Saved Job**.
2. In the Saved Job window, for Job Name, do one of the following:
   − Type a name for the job.
   − Click the arrow to the right of the field and select a name from the list.
   − Click the arrow to the right of the field and select **Use Document Name** to use the name of the document.

   Note: The print driver retains 10 names. When adding an 11th name, the name used least is deleted automatically from the list. To remove names from the list other than the selected name, select **Clear List**.

3. In Save To or Folder Number, specify where you want the file saved on the printer. Do one of the following:
   − Type the name of the destination folder.
   − Click the arrow to the right of the field, then select a folder name from the list.
   − Click the arrow to the right of the field, then select **Default Public Folder**.
4. To print the job now and also save the job, select the **Print and Save** check box.
5. Select **Public**.
6. Click **OK**.
7. Verify that the paper is the correct size, type, and weight. If not, change the paper settings.
8. Select an option for 2-sided printing.
9. Select a print-quality mode.
10. Select another tab or click **OK**.
11. To send the job to the printer, in the Print window, select the number of copies to print, then click **OK** or **Print**.

   A sample copy prints immediately. The sample copy is not counted as part of the print job.
12. To print the job, select it from the job list on the printer control panel.
13. Press **OK**.

   After the job is saved, you can print it as needed. For details, see Printing from Saved Jobs on page 91.

Sending a Private Saved Job

1. On the Printing Options tab, from the Job Type list, select **Saved Job**.
2. In the Saved Job window, for Job Name, do one of the following:
   - Type a name for the job.
   - Click the arrow to the right of the field and select a name from the list.
   - Click the arrow to the right of the field and select **Use Document Name** to use the name of the document.

   Note: The print driver retains 10 names. When adding an 11th name, the name used least is deleted automatically from the list. To remove names from the list other than the selected name, select **Clear List**.

3. In Save To or Folder Number, specify where you want the file saved on the printer. Do one of the following:
   - Type the name of the destination folder.
   - Click the arrow to the right of the field, then select a folder name from the list.
   - Click the arrow to the right of the field, then select **Default Public Folder**.
4. To print the job now and also save the job, select the **Print and Save** check box.
5. To store your job at the printer, select **Private**.
6. In the Passcode field, type a passcode. The passcode is associated with your user name. After you set a passcode, it becomes the default passcode for any print job that requires a passcode on all Xerox® printers. You can reset the passcode at any time from any window that contains the passcode.
7. In the Confirm Passcode field, type the passcode again.
8. Click **OK**.
9. Verify that the paper is the correct size, type, and weight. If not, change the paper settings.
10. Select an option for 2-sided printing.
11. Select a print-quality mode.
12. Select another tab or click **OK**.
13. To print the job, select it from the job list on the printer control panel.
14. Press **OK**.

   After the job is saved, you can print it as needed. For details, see Printing from Saved Jobs on page 91.

Held Print Jobs

Jobs can be held or paused for various reasons. For example, if the printer is out of paper, the job holds. If you send a sample job, the first copy of the job prints and the rest of the copies hold until you release them. If the system administrator has configured the Hold All Jobs feature, any job sent to the printer is held until you release it.

Releasing Held Print Jobs

1. At the control panel, press the **Job Status** button.
2. Touch **Active Jobs**.
3. To determine why a job was held, touch the job, then touch **Details**.
4. Do one of the following:
   - To release a held job, touch the job, then touch **Release**.
   - To release all held jobs, touch **Release All Jobs**.

Print From

Print From allows printing of documents stored on the printer, on a computer on a network, or on a USB Flash drive.

Printing from a USB Flash Drive

You can print **.pdf**, **.tiff**, and **.xps** files directly from a USB Flash drive.

Notes:

- If USB ports are disabled, you cannot use a USB card reader for authentication, update the software, or print from a USB Flash drive.
- The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* at www.xerox.com/office/WC6655docs.

To print from a USB Flash drive:

1. Insert your USB Flash drive in a USB port on the printer. The Print from USB window appears.
   The list at the bottom of the window displays the folders and printable files on the USB Flash drive.
2. To scroll through the list and locate the printable file, next to the list, use the arrows.
   If the print file is in a folder, to open the folder, touch the name.
3. Touch the name of the printable file.
4. Select the number of copies, output color, paper size, paper color, paper type, 2-sided printing, and finishing options.
5. Press the green **Start** button.
6. To go back to the last screen, touch **Back**.
7. To look for other folders and printable files, touch **Browse**.

Printing from Saved Jobs

To print from saved jobs:

1. At the control panel, press the **Services** button, then touch **Print From**.
2. Select **Saved Jobs**, then touch the name of the folder containing the saved job.
3. Touch the name of the saved job that you want to print.

   Note: To print a private saved job, touch the name of the job, then enter the passcode.

4. Select the number of copies, output color, paper size, paper color, paper type, 2-sided printing, and finishing options.
5. Press the green **Start** button.
6. After the job prints, to return to the list of saved jobs, touch **Browse**.
   To return to the list of folders, touch **Back**.

Printing from Mailbox

Print from mailbox allows you to print a file that is stored in a folder on the printer hard drive.

To print from a mailbox:

1. At the control panel, press the **Services** button, then touch **Print From**.
2. Select **Mailbox**, then touch the name of the folder containing the document.

   Note: If Mailbox is not displayed, use CentreWare Internet Services to enable the Scan to Mailbox and Print From Mailbox features. Then create a scan to mailbox folder. For details, see the *System Administrator Guide* at www.xerox.com/office/WC6655docs.

3. Touch the name of the document that you want to print.
4. Select the number of copies, output color, paper size, paper color, paper type, 2-sided printing, and finishing options.
5. Press the green **Start** button.

   After the job prints, to return to the list of documents in the mailbox, touch **Browse**.

   To return to the list of folders, touch **Back**.

Printing from CentreWare Internet Services

You can print .pdf, .ps, .pcl, and .xps files directly from CentreWare Internet Services without having to open another application or the print driver. The files can be stored on a local computer hard drive, mass storage device, or network drive.

To print from CentreWare Internet Services:

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 29.

2. In CentreWare Internet Services, click the **Print** tab.

3. To select the file from a local network or remote location, click **Browse**, select the file, then click **Open**.

4. For Printing, select the desired options for the job.

   – **Normal Print** prints a job immediately.

   – **Secure Print** prints a job after you enter your passcode at the printer control panel.

   – **Sample Set**, or Proof Print, prints one copy of a multiple-copy print job and holds the remaining copies at the printer.

   – **Save Job for Reprint** saves a print job in a folder on the print server for future printing. You can specify a job name and folder.

   – **Delay Print** prints a job at a specified time up to 24 hours from the original job submission.

5. If Accounting is enabled, enter your User ID and account information.

6. Click **Submit Job**.

   Note: To ensure that the job was sent to the queue, wait for the job submission confirmation message to appear before you close this page.

Copying

6

This chapter includes:

Basic Copying

1. To clear previous settings, press the yellow **Clear All** button on the control panel.
2. Load your original documents:
   - Use the document glass for single pages or paper that cannot be fed using the document feeder. Place the first page of the document face down, in the top left corner of the document glass.
   - Use the document feeder for multiple or single pages. Remove any staples and paper clips from the pages and place them face up in the document feeder.
3. Press the **Services Home** button, then touch **Copy**.
4. Use the alphanumeric keypad on the control panel to enter the number of copies. The number of copies appears in the upper right corner of the touch screen.

   Note: To correct the number of copies entered using the alphanumeric keypad, press the **C** button, then re-enter the number.

5. Change the copy settings as needed. For details, see Selecting Copy Settings on page 98.
6. Press the green **Start** button.

   Notes:

   - To pause or cancel a copy job, press the red **Stop** button on the control panel.
   - To interrupt a copy job, press the **Interrupt** button on the control panel.
   - On the touch screen, touch **Resume Scanning** to continue the job, or **Cancel Scanning** to cancel the job completely.

Document Glass

- Lift the document feeder cover and place the first page face down in the upper left corner of the document glass.
- Align the originals to the matching paper size printed on the edge of the glass.
- The document glass accommodates original sizes up to 216 x 356 mm (8.5 x 14 in.).

Document Glass Guidelines

The document glass accommodates original sizes up to 216 x 356 mm (8.5 x 14 in.).

To copy or scan the following types of originals, use the document glass rather than the duplex automatic document feeder.

- Paper with paper clips or staples attached
- Paper with wrinkles, curls, folds, tears, or notches
- Coated or carbonless paper or items other than paper such as cloth or metal
- Envelopes
- Books

Document Feeder

- Insert originals face up, with page one on top.
- The confirmation indicator illuminates when you load the originals correctly.
- Adjust the paper guides so they fit against the originals.
- The document feeder supports paper weights of 50–125 g/m² for 1-sided pages, and 60–125 g/m² for 2-sided pages.
- The document feeder supports paper sizes from 139.7 x 139.7 mm (5.5 x 5.5 in.) through 215.9 x 355.6 mm (8.5 x 14 in.).
- The maximum document feeder capacity is approximately 60 sheets of 80 g/m² paper.

Duplex Automatic Document Feeder Guidelines

When loading originals into the duplex automatic document feeder, follow these guidelines:

- Insert originals face up with the top of the page entering the feeder first.
- Only place loose sheets of paper in the duplex automatic document feeder.
- Adjust the paper guides so that they fit against the originals.
- Only Insert paper in the duplex automatic document feeder when ink on the paper is dry.
- Do not load originals above the MAX fill line.

Selecting Copy Settings

This section includes:

Basic Settings

This section includes:

Selecting Color or Black and White Copies

If the original document contains color, you can create copies in full color, a single color, or in black and white.

To select the output color:

1. Press the **Services Home** button, then touch **Copy**.
2. For Output Color, select an option.
   - **Color**: This option copies in full color output using all four printing colors, cyan, magenta, yellow, and black.
   - **Black and White**: This option copies in black and white only. Colors in the original document are converted to shades of gray.
   - **More**: This option provides an additional choice.
     - **Single Color**: This option copies in shades of a single color. In the color palette window, select a color.
3. Touch **OK**.

Reducing or Enlarging the Image

You can reduce the image to as little as 25 % of its original size or enlarge it as much as 400 % .

To reduce or enlarge the image:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch an option:
   − To reduce or enlarge the percentage incrementally, under Reduce/Enlarge, touch **Plus (+)** or **Minus (-)**.
   − To reduce or enlarge the percentage using the alphanumeric keypad to type a specific value, under Reduce/Enlarge, touch the current displayed value.
   − To reduce or enlarge proportionally, touch **Reduce/Enlarge**, then touch **Proportional %**.
     • To reduce or enlarge the percentage incrementally, touch **Plus (+)** or **Minus (-)**.
     • To reduce or enlarge the percentage using the alphanumeric keypad, touch the current displayed value.
     • **Presets (X-Y%)** allow you to select from a list of preset values. Touch **More** for additional preset values.
     • To center the image on the page, select the **Auto Center** check box.
   − To reduce or enlarge the width and length of the image by different percentages, touch **Reduce/Enlarge**, then touch **Independent %**.
     • **Width:X%** allows you to reduce or enlarge the width of the image incrementally using the alphanumeric keypad or the Plus (+) and Minus (-) buttons.
     • **Length:Y%** allows you to reduce or enlarge the length of the image incrementally using the alphanumeric keypad or the Plus (+) and Minus (-) buttons.
     • **Presets (Y/X)** allow you to select from a list of preset values. Touch **More** for additional preset values.
     • To center the image on the page, select the **Auto Center** check box.
3. Touch **OK**.

Selecting the Paper Tray

To make copies on Letterhead, colored paper, or different paper sizes, you load the desired paper into any tray, then select the tray as the source for your copy job.

To select the tray to use for copies:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Paper Supply, touch the desired tray.
3. If the desired tray is not listed, select another tray:
   a. Touch **More** for additional options.
   b. Touch the desired tray.
4. Touch **OK**.

Selecting 2-Sided Copy Options

Use the document feeder or the document glass to copy one or both sides of a 2-sided original.

To select 2-sided copy options:

1. Press the **Services Home** button, then touch **Copy**.
2. Under 2-Sided Copying, select one of the following:
   - **1->1 Sided** scans only one side of the originals and produces 1-sided copies.
   - **1->2 Sided** scans only one side of the originals and produces 2-sided copies. To rotate the second sides, touch **Rotate Side 2**.
   - **2->2 Sided** scans both sides of the originals and produces 2-sided copies. To rotate the second sides, touch **Rotate Side 2**.
   - **2->1 Sided** scans both sides of the originals and produces 1-sided copies.
3. Press the green **Start** button.
   - The document feeder automatically copies both sides of the 2-sided original.
   - A message appears on the control panel when it is time to place the next original on the document glass.

Selecting Collated Copies

You can automatically collate multi-page copy jobs. For example, when making three 1-sided copies of a six-page document, the copies are printed in this order:

1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6; 1, 2, 3, 4, 5, 6

To select collated copies:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Copy Output, touch **Collated** if it is not already selected.

Selecting Uncollated Copies

Uncollated copies print in the following order:

1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5, 6, 6, 6

To select uncollated copies:

1. Press the **Services Home** button, then touch **Copy**.
2. For Copy Output, touch **Uncollated**.

Image-Quality Settings

This section includes:

Specifying the Original Type

The printer optimizes the image quality of the copies based on the type of images in the original document and how the original was created.

To specify the original type:
1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Original Type**.
3. On the Original Type screen, select the setting that matches your original document best.
4. Touch **OK**.

Adjusting Brightness, Sharpness, and Saturation

You can lighten or darken copies and adjust the sharpness and saturation.

To adjust the image:
1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Image Options**.
3. On the Image Options screen, adjust the sliders up or down as needed:
   − **Lighten/Darken** lightens or darkens the image.
   − **Sharpness** sharpens or softens the image.
   − **Saturation** makes the image colors more vivid or pastel.
4. Touch **OK**.

Automatically Suppressing Background Variation

When scanning originals printed on thin paper, text or images printed on one side of the paper can be seen on the other side. Use the Auto Suppression setting to reduce the sensitivity of the printer to variations in light background colors.

To change this setting:
1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Image Enhancement**.
3. Under Background Suppression, touch **Auto Suppression**.
4. Touch **OK**.

Adjusting the Contrast

Contrast is the relative difference between light and dark areas in an image.

To increase or reduce the contrast of the copies:
1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Image Enhancement**.
3. On the Image Enhancement screen, adjust the contrast:
   − **Auto Contrast** allows the printer to set the contrast automatically.
   − **Manual Contrast** allows you to adjust the contrast manually. To increase or decrease the contrast, move the Manual Contrast slider up or down. The middle position on the slider, Normal, does not change the contrast.
4. Touch **OK**.

Selecting Color Effects

If you have a color original, you can adjust the color of the copy using preset color effects. For example, you can adjust colors to be brighter or cooler.

To select a preset color effect:
1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Color Presets**.

   Note: This feature is not available when Output Color is set to Black and White.

3. On the Color Presets screen, touch the desired preset color effect. The sample images show how the colors are adjusted.
4. Touch **OK**.

Adjusting the Color Balance

If you have a color original, you can adjust the balance of the printing colors between cyan, magenta, yellow, and black before printing your copy.

To adjust the color balance:
1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Image Quality** tab, then touch **Color Balance**.

   Note: This feature is not available when Output Color is set to Black and White.
3. To adjust the density levels of all four colors:
   a. On the Color Balance screen, touch **Basic Color**.
   b. Move the sliders to adjust the level for each color.
4. To adjust the highlight, midtone, and shadow density levels by color:
   a. On the Color Balance screen, touch **Advanced Color**.
   b. Touch the color you want to adjust.
   c. Move the sliders to adjust the levels for highlights, midtones, and shadows.
   d. Repeat the previous two steps for additional colors.
5. Touch **OK**.

Layout Settings

This section includes:

Specifying the Orientation of the Original

If you plan to have the copies automatically stapled, specify the orientation of the original.

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Original Orientation**.
3. On the Original Orientation screen, touch the desired orientation:
   - **Portrait Originals** and **Landscape Originals** refer to the images on the originals.
   - **Upright Images** and **Sideways Images** refer to the direction the originals are loaded in the document feeder.

   Note: If you are using the document glass, the orientation of the original is as seen before turning it over.
4. Touch **OK**.

Specifying the Size of the Original

To scan the correct area of the original, specify the original size.

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Original Size**.
3. On the Original Size screen, select an option:
   - **Auto Detect**: The printer detects the size of the original document.
   - **Preset Scan Area**: You can specify the area to scan when it matches a standard paper size. In the scrolling list, touch the desired paper size.
   - **Custom Scan Area**: You can specify the height and width of the area to scan. To specify an area, touch the **Length (Y)** and **Width (X)** arrows.
4. Touch **OK**.

Selecting Book Copying

When copying a book, magazine, or other bound document, you can copy either the left or right page onto a single sheet of paper. You can copy both the left and right pages onto two sheets of paper, or as a single image on one sheet of paper.

Note: You must use the document glass to make copies from books, magazines, or other bound documents. Do not place bound originals in the document feeder.

To set up book copying:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Book Copying**.
3. On the Book Copying screen, select an option:
   - **Off** copies both pages of an open book as one image on a single sheet of paper.
   - **Both Pages** copies the left and the right pages of an open book onto two sheets of paper. If Binding Edge Erase is required, touch the arrows to erase up to 50.8 mm (2 in.).
   - **Left Page Only** copies only the left page of an open book on a single sheet of paper. If Binding Edge Erase is required, touch the arrows to erase up to 25.4 mm (1 in.).
   - **Right Page Only** to copy only the right page of an open book on a single sheet of paper. If Binding Edge Erase is required, touch the arrows to erase up to 25.4 mm (1 in.)
4. Touch **OK**.

Shifting the Image

You can change the placement of an image on the copy page. This is useful if the image is smaller than the page size. Originals must be positioned as follows for image shift to work correctly:

- **Document Feeder**: Position originals face up, long edge entering the feeder first.
- **Document Glass**: Position originals face down, in the back-left corner of the document glass, long edge to the left.

To change the placement of the image:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Image Shift**.
3. On the Image Shift screen, select an option:
   - **Auto Center** centers the image on the page.
   - **Margin Shift** allows you to specify the position of the image. To specify the amount of shift for Side 1, touch the **Up/Down** and **Left/Right** arrows. To specify the amount of shift for Side 2, touch the **Up/Down** and **Left/Right** arrows, or select **Mirror Side 1**.

Note: You can use preset values that were previously saved by the system administrator. Touch **Presets** in the lower left corner of the screen, and select a preset from the drop-down menu.

4. Touch **OK**.

Erasing the Edges of Copies

You can erase content from the edges of your copies by specifying the amount to erase on the right, left, top, and bottom edges.

To erase edges on copies:
1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Edge Erase**.
3. On the Edge Erase screen, select an option:
   - **All Edges** erases all four edges by the same amount. To specify the amount to erase from the edge, touch the **All Edges** arrows.
   - **Individual Edges** specifies different amounts for the edges. To specify the amount to erase from each edge, touch **Side 1**, then touch the **Left**, **Right**, **Top**, and **Bottom** arrows. To specify the amount to erase from each edge, touch **Side 2**, then touch the **Left**, **Right**, **Top**, and **Bottom** arrows, or touch **Mirror Side 1**.

   Note: You can use preset values that were previously saved by the system administrator. Touch **Presets** in the lower left corner of the screen, and select a preset from the drop-down menu.

4. Touch **OK**.

Inverting the Image

You can invert your original, as a mirror image or as a negative image. You can use one or both of these options.

To invert the image:
1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Layout Adjustment** tab, then touch **Invert Image**.
3. On the Invert Image screen, select an option:
   - **Mirror Image** reflects each image left to right on the page.
   - **Negative Image** reverses the black and white values.
4. Touch **OK**.

Output Format Settings

This section includes:

Creating a Booklet

The booklet feature reduces the original page images to fit two images on each side of the printed page. You can print copies in booklet format.

> Note: In this mode, the printer scans all of the originals before printing the copies.

To create a booklet:

1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Output Format** tab, then touch **Booklet Creation**.
3. On the Booklet Creation screen, touch **On**.
4. To specify 2-sided originals:
   a. Touch **Original Input**.
   b. Touch **2-Sided Originals**.
5. To select a paper tray:
   a. Touch **Paper Supply**.
   b. Touch the desired tray.
6. Touch **OK**.

Including Covers

You can print the first and last pages of your copy job on different paper, such as colored or heavyweight paper. The printer selects the paper from a different tray. The covers can be blank or printed.

Note: The paper used for the covers must be the same size as the paper used for the rest of the document.

To select the type of covers and the tray to use for the cover paper:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Paper Supply, touch the tray containing the paper for the body pages of the job.
3. Touch the **Output Format** tab, then touch **Special Pages**.

   Note: If Booklet Creation is turned off or the paper supply is set to Auto Select, Special Pages are unavailable.

4. On the Special Pages screen, touch **Covers**.
5. Under Covers Options, select an option:
   - **Front & Back Same** includes front and back covers from the same tray.
   - **Front & Back Different** includes a front and a back cover from different trays.
     From the drop-down menus that appear, select options for the front and back covers:
     - **Blank Cover** inserts a blank cover.
     - **Print on Side 1** prints on the front side of the cover.
     - **Print on Side 2** prints on the back side of the cover. To rotate the image on side 2 by 180 degrees, touch **Rotate Side 2**.
     - **Print on Both Sides** prints on both sides of the cover. To rotate the image on Side 2 by 180 degrees, touch **Rotate Side 2**.
   - **Front Only** includes only a front cover.
   - **Back Only** includes only a back cover.
6. Under Paper Supply, touch the desired tray.
7. Touch **OK**.

Specifying Chapter Start Pagination

If you select 2-sided copies, you can set each chapter to start on the front or back of the page. If necessary, the printer leaves one side of the paper blank so that the chapter starts on the specified side of the paper.

To set the start side of particular pages:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Paper Supply, touch the tray containing the paper for the body pages of the job.

   Note: If the paper supply is set to Auto Select, Chapter Starts is unavailable.
3. Touch the **Output Format** tab, then touch **Special Pages>Chapter Starts**.
4. On the Chapter Starts screen, touch the **Page Number** field, then use the alphanumeric keypad to enter the page number.
5. Under Start Chapter, select an option:
   - **On Right Page** specifies the front side of the paper.
   - **On Left Page** specifies the back side of the paper.
6. Touch **Add**. That page is added to the list on the right side of the screen.
7. Repeat the three previous steps to set other pages.
8. Touch **Close**. The page settings appear in the list on the right side of the screen.
9. Touch **OK**.

Adding Inserts

You can insert blank pages or pre-printed sheets in specific locations in your copy job. You must specify the tray containing the inserts.

Note: The paper used for the inserts must have the same width as the paper used for the rest of the document. Inserts cannot be added if Booklet Creation is selected.

To add inserts:

1. Press the **Services Home** button, then touch **Copy**.
2. Under Paper Supply, touch the tray containing the paper for the body pages of the job.

    Note: If the paper supply is set to Auto Select, inserts cannot be added.

3. Touch the **Output Format** tab, then touch **Special Pages>Inserts**.
4. On the Inserts screen, touch the **After Page Number** field, then use the alphanumeric keypad to enter the page number.
5. To specify the number of sheets to insert at that location, touch the **Insert Quantity** arrows.
6. To specify the paper tray to use for the insert:
    a. Touch **Paper Supply**.
    b. Touch the desired tray.
    c. Touch **OK**.
7. Touch **Add**. The insert appears in the list on the right side of the screen.
8. Repeat the three previous steps to add additional inserts.
9. Touch **Close**. The inserts appear in the list on the right side of the screen.

    Note: To edit or delete an insert, touch the insert in the list, then touch an action in the drop-down menu.

10. Touch **OK**.

Specifying Exception Pages

You can print exception pages in a copy job using paper from a different tray. The paper used for the exception pages must be the same size as the paper used for the rest of the document.

Note: You cannot add exception pages if the paper supply is set to Auto Select, or if Booklet Creation is selected.

To specify the exception pages:

1. Press the **Services Home** button, then touch **Copy**.

    Note: If the paper supply is set to Auto Select, exception pages are unavailable.

2. Under Paper Supply, touch the tray containing the paper for the body pages of the job.
3. Touch the **Output Format** tab, then touch **Special Pages>Exceptions**.
4. On the Exceptions screen, touch the beginning **Page Number** field. Then use the alphanumeric keypad to enter the starting value for the range of the exception pages.

5.   Touch the ending **Page Number** field, then use the alphanumeric keypad to enter the ending value for the range of exception pages.

   Note: To specify a single page as an exception, enter its number as the start and end of the range.

6.   To specify the paper used for the exception pages:

   a.   Touch **Paper Supply**.

   b.   Touch the tray containing paper for the exception pages.

   c.   Touch **OK**.

7.   Touch **Add**. The exception pages are added to the list on the right side of the screen.

8.   Repeat the four previous steps to add additional exception pages.

9.   Touch **Close**. The exception pages appear in the list on the right side of the screen.

   Note: To edit or delete an exception page, touch the page in the list, then touch the desired operation in the drop-down menu.

10. Touch **OK**.

Adding Annotations

You can automatically add annotations such as page numbers and the date to your copies.

   Notes:

   • Annotations are not added to covers, tabs, inserts, or blank chapter start pages.

   • Annotations cannot be added if Booklet Creation is selected.

To add annotations:

1.   Press the **Services Home** button, then touch **Copy**.

2.   Touch the **Output Format** tab, then touch **Annotations**.

3.   To insert page numbers:

   a.   On the Annotation screen, touch **Page Numbers>On**.

   b.   Touch **Apply To**, then select an option.

   c.   Touch the **Starting Page Number** field, then use the alphanumeric keypad to enter the page number.

   d.   Touch an arrow to position the page number in the header or footer. The sample page shows the location of the page number.

   e.   Touch **OK**.

   f.   To change the text formatting, touch **Format & Style**, choose the desired settings, then touch **OK**.

4.   To insert a comment:

   a.   Touch **Comment>On**.

   b.   Touch **Apply To**, then select an option.

   c.   Touch an existing comment in the list.

   Note: To create a comment, touch a blank row, use the touch screen keyboard to type the text, then touch **OK**.

d. Touch an arrow to position the selected comment in the header or footer. The sample page shows the location of the comment.

e. Touch **OK**.

f. To change the text formatting, touch **Format & Style**, choose the desired settings, then touch **OK**.

5. To insert the current date:

a. Touch **Date>On**.

b. Touch **Apply To**, then select an option.

c. Under Format, select a format for the date.

d. Touch an arrow to position the date in the header or footer. The sample page shows the location of the date.

e. Touch **OK**.

f. To change the text formatting, touch **Format & Style**, choose the desired settings, then touch **OK**.

6. To insert a Bates Stamp:

a. Touch **Bates Stamp>On**.

b. Touch the **Starting Page Number** field, then use the alphanumeric keypad to enter the starting page number. Leading zeros can be included.

c. Touch **Apply To**, then select an option.

d. Under Stored Prefixes, touch an existing prefix in the list.

Note: To create a prefix, touch a blank row, use the touch screen keyboard to type up to eight characters, then touch **OK**.

e. Under Position, touch an arrow to position the Bates Stamp in the header or footer. The sample page shows the location of the Bates Stamp.

f. Touch **OK**.

g. To change the text formatting, touch **Format & Style**, choose the desired settings, then touch **OK**.

7. Touch **OK**.

Printing Multiple Pages Per Side

You can copy a single page and have it print multiple times onto one or both sides of the paper. The printer reduces the pages proportionally to fit.

To print multiple original pages on a side:
1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Output Format** tab, then touch **Page Layout>Pages per Side**.
3. Touch the number of original pages for each side of the paper. To specify a different number:
   a. Touch **Specify Rows & Columns**.
   b. Touch the **Rows** arrows to change the number of rows.
   c. Touch the **Columns** arrows to change the number of columns.
   d. Select the **Rotate** check box to rotate the page.

   Note: The right side of the screen contains a diagram of the image layout.
4. Touch **Original Orientation**, then **Portrait Originals** or **Landscape Originals**.
5. Touch **OK**.

Repeating an Image

You can make multiple copies of an original image on one or both sides of the paper. This is useful for duplicating a small image.

To repeat an image on a sheet of paper:
1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Output Format** tab, then touch **Page Layout>Repeat Image**.
3. Specify the number of images to print on the page:
   - **Preset** buttons repeat the image two, four, six, or nine times on each side of the paper.
   - **Specify Rows & Columns** allows you to determine the number of images. To enter the number of rows and columns, touch the **Rows** or **Columns** field, then use the alphanumeric keypad or touch the arrows. To rotate the paper, select the **Rotate** check box.
   - **Auto Repeat** allows the printer to determine the maximum number of images that can fit on the currently selected paper size. Touch **Original Orientation**, and select **Upright Images** or **Sideways Images** from the drop-down menu. The sample page shows the image layout.
4. Touch **OK**.

Advanced Copying

This section includes:

Building a Copy Job

Use this feature to produce complex copy jobs that include a variety of originals requiring different copy settings. Each segment of the job can have different copy settings. Once all the segments are programmed, scanned, and temporarily stored in the printer, the copy job prints.

To build a copy job with multiple segments:

1. Press the **Services Home** button, then touch **Copy**.
2. Program and scan the first segment:
   a. Load the originals for the first segment.
   b. Select the required settings, such as layout adjustments, image quality, and options.
   c. Touch the **Job Assembly** tab, then touch **Build Job>On**.
   d. Touch **Options**.
   e. Select or clear the **Display Summary window between segments** check box.
   f. Select or clear the **Turn Build Job Off after Job is Submitted** check box.
   g. Touch **OK**.
   h. Press the green **Start** button on the control panel.
3. Program and scan additional segments:
   a. Load the originals for the next segment.
   b. When the Build Job screen appears, touch **Program Next Segment**.
   c. Using the appropriate tabs, select the required settings.
   d. Press the green **Start** button to scan the originals for that segment.
4. Repeat the previous step for each remaining segment.
5. Touch the **Quantity for Final Job** field, then use the alphanumeric keypad to enter the number of copies.
6. On the Build Job screen, touch **Submit Job**.
7. To delete the job, touch **Delete All Segments**.

Printing a Sample Copy

The Sample Copy feature prints a single copy of a job and holds the remaining copies. This feature allows you to review and approve the job before you print the entire set.

Note: The sample copy is not counted as part of the quantity selected.

To print a sample copy of your job:
1. Press the **Services Home** button, then touch **Copy**.
2. Change the copy settings as needed.
3. Touch the **Job Assembly** tab, then touch **Sample Job**>**On**.
4. Touch **OK**.
5. Press the green **Start** button. A sample copy prints immediately. The sample copy is not counted as part of the print job.
6. Print the remaining copies or delete the job.
   - To print the remaining copies of the job, touch **Release**.
   - If the sample copy is unsatisfactory, touch **Delete**.

Saving Copy Settings

To use a particular combination of copy settings for future copy jobs, you can save the settings with a name and retrieve them for later use.

To save the current copy settings:
1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Job Assembly** tab, then touch **Save Current Settings**.
3. Using the touch screen keyboard, type a name for the saved settings.
4. Touch **OK**.

Retrieving Saved Copy Settings

You can retrieve and use any previously saved copy settings for current jobs.

Note: To save the copy settings with a name, see .

To retrieve saved settings:
1. Press the **Services Home** button, then touch **Copy**.
2. Touch the **Job Assembly** tab, then touch **Retrieve Saved Settings**.
3. Touch the desired saved setting.

Note: To delete a saved setting, touch the setting, then touch **Delete Settings**.

4. Touch **Load Settings**. The saved settings are loaded for the current copy job.

ID Card Copying

This section includes:

Copying an ID Card

You can copy both sides of an ID card or small document onto one side of paper. Each side is copied using the same location on the document glass. The printer stores both sides and prints them side by side on the paper.

To copy an ID card:

1. Press the **Services Home** button, then touch **ID Card Copy**.
2. Touch the **ID Card Copy** tab.
3. Verify the output color, paper supply, and reduce/enlarge settings. Change the settings as needed.
4. Touch the **Image Quality** tab.
5. Verify the original type, lighten/darken, and background suppression settings for side 1. Change the settings as needed.
6. Lift the document cover.
7. Place the ID card, or a document smaller than half the selected paper supply size, in the upper left corner of the document glass.
8. Press the green **Start** button.
9. Lift the document cover.
10. Turn over the document and position it in the upper left corner of the document glass.
11. Verify the original type, lighten/darken, and background suppression settings for side 2. Change the settings as needed.
12. Press the green **Start** button.
13. Lift the document cover and remove the ID card or document.

Selecting Color or Black and White Copies

If the original document contains color, you can create color or black and white copies.

To select the output color:
1. Press the **Services Home** button, then touch **ID Card Copy**.
2. Touch the **ID Card Copy** tab.
3. Under Output Color, select an option:
   – **Color**: This option copies in full color output using all four printing colors, cyan, magenta, yellow, and black.
   – **Black and White**: This option copies in black and white only.

Reducing or Enlarging the Image

You can reduce the image to as little as 25 % of its original size or enlarge it as much as 400 %.

To reduce or enlarge the image:
1. Press the **Services Home** button, then touch **ID Card Copy**.
2. Touch the **ID Card Copy** tab.
3. Under Reduce/Enlarge, touch an option:
   – To reduce or enlarge the percentage incrementally, touch **Plus (+)** or **Minus (-)**.
   – To reduce or enlarge the percentage using the alphanumeric keypad to type a specific value, touch the current displayed value.
   – To use a preset value, touch the corresponding button.
4. Touch **More** for additional options.
   – To reduce or enlarge proportionally, touch **Proportional %**.
     • To reduce or enlarge the percentage incrementally, touch **Plus (+)** or **Minus (-)**.
     • To reduce or enlarge the percentage using the alphanumeric keypad, touch the current displayed value.
     • **Presets (X-Y%)** allow you to select from a list of preset values. Touch **More** for additional preset values.
   – To reduce or enlarge the width and length of the image by different percentages, touch **Independent %**.
     • **Width:X%** allows you to reduce or enlarge the width of the image incrementally using the alphanumeric keypad or the Plus (+) and Minus (-) buttons.
     • **Length:Y%** allows you to reduce or enlarge the length of the image incrementally using the alphanumeric keypad or the Plus (+) and Minus (-) buttons.
     • **Presets (Y/X)** allow you to select from a list of preset values. Touch **More** for additional preset values.
5. Touch **OK**.

Selecting the Paper Tray

To make copies on Letterhead, colored paper, or different paper sizes, you load the desired paper into any tray, then select the tray as the source for your copy job.

To select the tray to use for ID card copies:

1. Press the **Services Home** button, then touch **ID Card Copy**.
2. Touch the **ID Card Copy** tab.
3. Under Paper Supply, touch the desired tray.

Specifying the Original Type

The printer optimizes the image quality of the copies based on the type of images in the original document and how the original was created.

To specify the original type:

1. Press the **Services Home** button, then touch **ID Card Copy**.
2. Touch the **Image Quality** tab.
3. On the Original Type screen, select the setting that matches your original document best.

Lightening or Darkening ID Card Copies

You can lighten or darken the copy for each side. Use the slider to lighten or darken the output for the first side. After the first side is complete, use the slider again to lighten or darken the second side. Both sides of the original are printed side by side, each using different lighten or darken settings.

To adjust the image:

1. Press the **Services Home** button, then touch **ID Card Copy**.
2. Touch the **Image Quality** tab.
3. To lighten or darken the image for side 1, under Lighten/Darken, adjust the slider up or down.
4. Lift the document cover.
5. Place the ID card, or a document smaller than half the selected paper supply size, in the upper left corner of the document glass.
6. Press the green **Start** button.
7. Lift the document cover.
8. Turn over the document and position it in the upper left corner of the document glass.
9. To lighten or darken the image for side 2, adjust the slider up or down.
10. Press the green **Start** button.
11. Lift the document cover and remove the ID card or document.

Automatically Suppressing Background Variation

When scanning originals printed on thin paper, text or images printed on one side of the paper can be seen on the other side. Use the Auto Suppression setting to reduce the sensitivity of the printer to variations in light background colors.

To change this setting:

1. Press the **Services Home** button, then touch **ID Card Copy**.
2. Touch the **Image Quality** tab.
3. Under Background Suppression, touch **Auto Suppression**.

Scanning

7

This chapter includes:

The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* at www.xerox.com/office/WC6655docs.

If the system administrator enables Remote Start in CentreWare Internet Services, you can scan images directly from the scanner to a PC. Using Microsoft Clip Organizer, you can scan, import, and store images from the printer. You can also scan directly from the printer to a computer using most TWAIN-compliant scanning applications.

Basic Scanning

The Scanning feature provides several methods for scanning and storing an original document. The scanning procedure using your printer differs from that of desktop scanners. The printer is connected typically to a network rather than a single computer, so you select a destination for the scanned image at the printer.

The printer supports the following scanning functions:

- Scan documents and store images on the printer hard drive.
- Scan original documents to a document repository on a network server.
- Scan original documents to an email address.
- Scan original documents to your home directory.
- Scan original documents to a USB Flash drive.
- Import scanned images into applications using TWAIN and WIA.
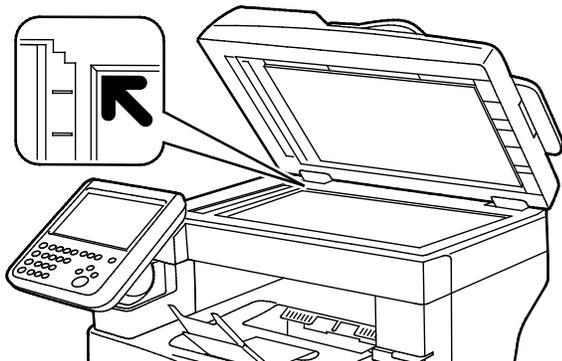
To scan an image:

1. On the control panel, press the yellow **Clear All** button to clear previous settings.
2. Load your original documents:
    - Use the document glass for single pages or paper that cannot be fed using the document feeder. Place the first page of the document face down, in the top left corner of the document glass.
    - Use the document feeder for multiple or single pages. Remove any staples and paper clips from the pages and place them face up in the document feeder.
3. Press the **Services Home** button, then touch **Workflow Scanning**.
4. Touch the **Down** arrow, then select the template group from the menu.
5. Select a template from the list.
6. To change any of the scan settings, use the options at the bottom of the touch screen:
    - **Output Color**
    - **2-Sided Scanning**
    - **Original Type**
    - **Scan Presets**

    For details, see Changing the Basic Scan Settings on page 131.
7. Press the green **Start** button.

    Notes:

    - The printer must be connected to a network to retrieve a scan file remotely.
    - For details, see the Help in CentreWare Internet Services.
    - Print, copy, and fax jobs can print while you are scanning original documents or downloading files from the printer hard drive.

Document Glass

- Lift the document feeder cover and place the first page face down in the upper left corner of the document glass.
- Align the originals to the matching paper size printed on the edge of the glass.
- The document glass accommodates original sizes up to 216 x 356 mm (8.5 x 14 in.).

Document Glass Guidelines

The document glass accommodates original sizes up to 216 x 356 mm (8.5 x 14 in.).

To copy or scan the following types of originals, use the document glass rather than the duplex automatic document feeder.

- Paper with paper clips or staples attached
- Paper with wrinkles, curls, folds, tears, or notches
- Coated or carbonless paper or items other than paper such as cloth or metal
- Envelopes
- Books

Document Feeder

- Insert originals face up, with page one on top.
- The confirmation indicator illuminates when you load the originals correctly.
- Adjust the paper guides so they fit against the originals.
- The document feeder supports paper weights of 50–125 g/m² for 1-sided pages, and 60–125 g/m² for 2-sided pages.
- The document feeder supports paper sizes from 139.7 x 139.7 mm (5.5 x 5.5 in.) through 215.9 x 355.6 mm (8.5 x 14 in.).
- The maximum document feeder capacity is approximately 60 sheets of 80 g/m² paper.

Duplex Automatic Document Feeder Guidelines

When loading originals into the duplex automatic document feeder, follow these guidelines:

- Insert originals face up with the top of the page entering the feeder first.
- Only place loose sheets of paper in the duplex automatic document feeder.
- Adjust the paper guides so that they fit against the originals.
- Only Insert paper in the duplex automatic document feeder when ink on the paper is dry.
- Do not load originals above the MAX fill line.

Scanning to a Folder

This section includes:

Scanning to a folder is the simplest scanning method. When you scan an image at the printer, the scan file is stored in a folder on the internal hard drive. You then use CentreWare Internet Services to retrieve the stored scan file to your computer.

The default settings create a 1-sided color portable document format (.pdf) file. You can change these settings using the printer control panel, or using CentreWare Internet Services at your computer. Control panel selections override the settings in CentreWare Internet Services.

Scanning to the Public Folder

The printer provides a public folder to store scanned images. You do not need a password to scan images to the public folder, or to retrieve them. All users can view scanned documents in the public folder. You can also create a password-protected private folder. For details, see Creating a Private Folder on page 126.

To scan an image to the public folder:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **Workflow Scanning**.
3. Touch the **Down** arrow, then select **All Templates** from the menu.
4. From the list, select the **Default** folder.
5. To change any of the scan settings, use the options at the bottom of the touch screen.
   For details, see Changing the Basic Scan Settings on page 131.
6. For more options, touch the **Advanced Settings** tab. For details, see Selecting Advanced Settings on page 131.
7. Press the green **Start** button. The Job Progress screen appears, and the original is scanned. The file is stored on the printer hard drive.
8. Use CentreWare Internet Services to move the file to your computer. For details, see Retrieving Scan Files on page 127.

Scanning to a Private Folder

The system administrator creates private folders on the printer. Private folders can require a password. You can use CentreWare Internet Services to create your own private folders. For details, see Creating a Private Folder on page 126.

To scan to a private folder:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **Workflow Scanning**.
3. Touch the **Down** arrow, then select **All Templates** from the menu.
4. From the list, select the private folder.
5. On the Document Management screen, touch **Enter Password for Folder**, then use the touch screen keyboard to enter the password as needed.
6. Touch **Done**.
7. Touch **OK**.
8. Press the green **Start** button.

Creating a Private Folder

For you to create a private folder, the scan policy to allow additional folders to be created must be enabled. The system administrator can create a private folder at any time. For details on enabling or disabling Scan to Mailbox, see the *System Administrator Guide* for your printer model.

To create a private folder with a password:

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 29.
2. Click the **Scan** tab.
3. In the Display section, select **Mailboxes**.

   Note: If the Display section does not appear, Scan to Mailbox is not enabled. For details, see the *System Administrator Guide* at www.xerox.com/office/WC6655docs.
4. In the Scan to Mailbox section, click **Create Folder**.
5. Click the **Folder Name:** field, then type a name for the folder.
6. In the Folder Password field, type a password that adheres to the password rules.
7. In the Confirm Folder Password field, type the password again.
8. Click **Apply**.

   Your private folder appears in the folder list in CentreWare Internet Services and on the printer touch screen under Local Templates. The contents are stored on the printer hard drive.

Retrieving Scan Files

To retrieve your scanned images, use CentreWare Internet Services to copy the scan files from the printer to your computer.

To retrieve your scan files:

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.

   Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 29.

2. Click the **Scan** tab.
3. In the Display section, select **Mailboxes**.
4. In the Scan to Mailbox section, click the folder containing the scan.

   Your scan file appears in the Folder Contents window.

   Notes:

   - For a password protected private folder, click the **Folder Password** field, type the password, then click **OK**.
   - If your image file does not appear, click **Update View**.

5. Under Action, select an option, then click **Go**.
   - **Download** saves a copy of the file to your computer. When prompted, click **Save**, then navigate to the location on your computer to save the file. Open the file or close the dialog box.
   - **Reprint** prints the file without saving a copy of the file to your computer.
   - **Delete** removes the file from the mailbox. When prompted, click **OK** to delete the file or **Cancel** to cancel the operation.

Scanning to Network File Repositories

This section includes:

When using this feature, the images you scan are sent to a file repository on a network server. The system administrator configures the file repository settings.

Using CentreWare Internet Services, you can add your own scan destinations to templates.

Scanning to a Predefined Network File Repository

To scan an image and send it to a predefined network file repository:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **Workflow Scanning**.
3. Touch the **Workflow Scanning** tab.
4. Touch the **Down** arrow, then select **All Templates** from the drop-down menu.
5. From the list, select the template that the system administrator created. The template defines the scan settings as well as the destination of the image.
6. To change any of the scan settings, use the options at the bottom of the touch screen.
   For details, see Changing the Basic Scan Settings on page 131.
7. Press the green **Start** button.

Adding a Scan Destination

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click the **Scan** tab.
3. In the Display area, select **Templates**.
4. Under Template Operations, click **Create New Template**.
5. In the New Distribution Template area, under Add Destination to Template, click **Enter a Scan Destination**.
6. Click the **Friendly Name:** field, then create a name for the template.
7. Under Protocol, select an option.
8. Configure the destination IP Address: Port number or Host Name: Port number.
9. Enter the name of the destination folder as needed. In SMB, the destination folder is the shared folder.
10. In Document Path, enter the name of the sub folder within the destination folder, then select a Filing Policy.
11. Enter a valid login name and password.

   Note: Use the login name for the computer that holds the destination folder. The login name can include the domain name also, such as domain name\login name.

12. Click **Add**. The template is stored on the printer hard drive.

Scanning to Your Home Directory

The Scan to Home feature allows you to scan an image to your home directory.

> Note: To use the Scan to Home function, you must log in with a valid user name and passcode. For details, see Logging In on page 27.

To scan an image to your home directory:
1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **Workflow Scanning**.
3. Touch the **Down** arrow, then select **Scan to Home Templates** from the menu.
4. From the list, select the template that the system administrator created.
5. To change any of the scan settings, use the options at the bottom of the touch screen.
   For details, see Changing the Basic Scan Settings on page 131.
6. For more options, touch the **Advanced Settings** tab. For details, see Selecting Advanced Settings on page 131.
7. Press the green **Start** button.

Setting Scan Options

This section includes:

The scanning features in your printer use templates that define the scan settings and the destination for an image.

Changing the Basic Scan Settings

To change the basic scan settings:

1. Press the **Services Home** button, then touch **Workflow Scanning**.
2. Touch **Output Color**, then select an option.
   - **Black and White**: Scans in black and white only.
   - **Grayscale**: Detects and scans various shades of gray.
   - **Color**: Scans in full color.
3. Touch **2-Sided Scanning**, then select an option.
   - **1-Sided Scan**: Scans only one side of the original document or image and produces 1-sided output files.
   - **2-Sided Scan**: Scans both sides of the original document or image.
   - **2-Sided Scan, Rotate Side 2**: Scans both sides of the original document or image, and rotates the second side by 180 degrees.
4. Touch **Original Type**, then select an option.
5. Touch **File Name**, type a name for the scan file, then touch **OK**.

Selecting Advanced Settings

Advanced settings allow you to control image options, image enhancements, scan resolution, file size, and updating of templates.

To select advanced settings:

1. Press the **Services Home** button, then touch **Workflow Scanning**.
2. Touch the **Advanced Settings** tab.

3. To adjust brightness, sharpness, and saturation:

   a. Touch **Image Options**.

   b. On the Image Options screen, adjust the sliders as needed:

      - **Lighten/Darken** lightens or darkens the image.
      - **Sharpness** sharpens or softens the image.
      - **Saturation** makes the image colors more vivid or pastel.

   c. Touch **OK**.

4. To suppress background variation:

   a. Touch **Image Enhancement**.

   b. Under Background Suppression, touch **Auto Suppression**.

   c. Touch **OK**.

5. To adjust the contrast:

   a. Touch **Image Enhancement**.

   b. On the Image Enhancement screen, select an option:

      - **Auto Contrast** allows the printer to set the contrast automatically.
      - **Manual Contrast** allows you to adjust the contrast manually. Move the Manual Contrast slider up or down to increase or decrease the contrast. The middle position on the slider, Normal, does not change the contrast.

   c. Touch **OK**.

6. To select scan presets:

   a. Touch **Scan Presets**.

   b. Select an option.

   c. Touch **OK**.

7. To set the resolution:

   a. Touch **Resolution**.

   b. On the Resolution screen, select a resolution from 72 dpi through 600 dpi.

   c. Touch **OK**.

8. To set the quality and file size:

   a. Touch **Quality/File Size**.

   b. On the Quality/File Size screen, use the slider to select a setting. The settings range from Normal Quality and Small File Size to Highest Quality and Largest File Size.

   c. Touch **OK**.

9. To retrieve new templates and remove outdated ones:

   a. Touch **Update Templates>Update Now**.

   b. Touch **Update Now**.

   c. Touch **Close**.

Selecting Layout Adjustments

Layout adjustments provide additional settings for the size and orientation of the original, and erasing the edges.

To select layout adjustments:
1. Press the **Services Home** button, then touch **Workflow Scanning**.
2. Touch the **Layout Adjustment** tab.
3. To specify the orientation of the original image, touch **Original Orientation**, then select an option.
4. Touch **OK**.
5. To scan the correct area of the original image, touch **Original Size**, then select an option.

    Note: The **Auto Detect** option is enabled only when the original is loaded in the duplex automatic document feeder.
6. Touch **OK**.
7. To specify the amount to erase from the edges of your image, touch **Edge Erase**, then select an option.
8. Touch **OK**.
9. To manage how the scanner processes blank pages, touch **Blank Page Management**, then select an option.
10. Touch **OK**.

Selecting Filing Options

Filing Options provide additional settings for naming images, selecting image formats, and selecting behavior when a file name exists.

To select filing options:
1. Press the **Services Home** button, then touch **Workflow Scanning**.
2. Touch the **Filing Options** tab.
3. To select a file format:
    a. Touch **File Format**.
    b. On the File Format screen, under Format, select an option.
    c. Under Options, for PDF, PDF/A, XPS, or TIFF, select an option:
        *   **Multi-page** creates a multi-page document from the scanned images.
        *   **1 File Per Page** creates a separate file for each page scanned.
    d. Under Options, for PDF, PDF/A, or XPS, select an option:
        *   **Image Only** creates an unsearchable image of the scanned document.
        *   **Searchable** creates a searchable document of the scanned pages.
    e. For the searchable option, select a language from the drop-down menu.
    f. Touch **OK**.

4. To select the action to take if a file already exists:

   a. Touch **If File Already Exists**.

   b. On the If File Already Exists screen, select an option.

   c. Touch **OK**.

5. To define additional network locations as destinations for scanned documents:

   a. Touch **Add File Destinations**.

   b. On the Add File Destinations screen, touch the desired destinations.

   c. Touch **OK**.

   Note: Document Management and Add File Destinations can be modified only after scanning to network file repositories or scanning to home are set up. For details, see the *System Administrator Guide* at www.xerox.com/office/WC6655docs.

Building a Scan Job

Use this feature to combine an assorted group of originals for assembly into a single scan job.

To build a scan job:

1. Press the **Services Home** button, then touch **Workflow Scanning**.

2. Touch the **Job Assembly** tab, then touch **Build Job>On**.

3. Touch **Options**.

   a. Select or clear the **Display this window between segments** check box.

   b. Select or clear the **Turn Build Job Off after Job is Submitted** check box.

4. Program and scan the first segment:

   a. Load the originals for the first segment.

   b. Press the green **Start** button on the control panel.

   Note: If a password is required, contact the system administrator.

5. Program and scan additional segments:

   a. Load the originals for the next segment.

   b. When the Build Job screen appears, touch **Program Next Segment**.

   c. Press the green **Start** button to scan the originals for that segment.

6. Repeat the previous step for each remaining segment.

   Note: At any time, you can touch **Delete All Segments** to modify the job.

7. When all of the segments have been programmed and scanned, touch **Submit the Job**. The Job Progress screen appears, and the individual segments are scanned as a single job.

   Note: If necessary, touch **Delete>Delete Job** to cancel the job.

Scanning to a USB Flash Drive

1. Load the original on the document glass or in the document feeder.
2. Insert your USB Flash drive into the USB port on the side of the printer.

   Note: If the USB Flash drive is already in the USB memory port, press **Services Home**, then touch **Workflow Scanning**>**Scan to USB**.
3. On the USB Drive Detected screen, touch **Scan to USB**.
4. To change any of the scan settings, use the options at the bottom of the touch screen.

   For details, see Changing the Basic Scan Settings on page 131.
5. Press the green **Start** button.

   The Job Progress screen appears, and the original is scanned. The file is stored on your USB Flash drive.
6. Remove your USB Flash drive from the printer.

Scanning to an Email Address

This section includes:

When using this feature, the images you scan are sent as email attachments.

Sending a Scanned Image to an Email Address

Before scanning to email, configure the email SMTP and From Field properties. You must have at least one email address in the address book. If email properties are not properly configured, the Email icon appears grayed out on the touch screen.

To scan an image and send it to an email address:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **Email**.
3. To enter an email address:
   a. Touch **New Recipient**.
   b. Touch the **Down** arrow, then select **To:** or **Cc:** or **Bcc:** from the menu.
   c. Touch the **Enter email address and select Add** field, then use the touch screen keyboard to type the email address.
   d. Touch **Add**.
   e. Use the touch screen keyboard to type additional email addresses.
   f. When you are finished, touch **Close**.
4. To enter an email address from the network address book:
   a. Touch **Address Book**.
   b. Use the touch screen keyboard to type part of the name, then touch **Search**.
   c. Select the desired name from the list, then touch **Add**.
   d. Touch **Close**.
5. To add a subject line:
   a. Touch **Subject**, then use the touch screen keyboard to type the desired text.

   Note: To modify the default subject, highlight the text in the text field, then touch **X** to delete it, or type over the existing text.

   b. Touch **OK**.
6. To change any of the scan settings, use the options at the bottom of the touch screen.

   For details, see Changing the Basic Scan Settings on page 131.
7. Press the green **Start** button.

Setting Email Options

You can change the following email settings:

- File Name
- File Format
- Message
- Reply To

To change the email options:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **Email**.
3. To change any of the scan settings, use the options at the bottom of the touch screen.
   For details, see Changing the Basic Scan Settings on page 131.
4. Touch the **Email Options** tab.
5. Change the file name.
6. Touch **File Name**.
   a. On the File Name screen, use the touch screen keyboard to delete or modify the default text.
   b. Touch **Save**.
7. Change the file format and options:
   a. Touch **File Format**.
   b. On the File Format screen, under Format, select an option.
   c. Under Options, for PDF, PDF/A, XPS, or TIFF, select an option:
      - **Multi-page** creates a multi-page document from the scanned images.
      - **1 File Per Page** creates a separate file for each page scanned.
   d. Under Options, for PDF, PDF/A, or XPS, select an option:
      - **Image Only** creates an unsearchable image of the scanned document.
      - **Searchable** creates a searchable document of the scanned pages.
   e. For the searchable option, select a language from the drop-down menu.
   f. Touch **OK**.
8. Change the message:
   a. Touch **Message**.
   b. On the Message screen, use the touch screen keyboard to type a message to appear with the images.
   c. Touch **OK**.
9. Change the Reply To address:
   a. Touch **Reply To**.
   b. On the Reply To screen, use the touch screen keyboard to type an email address.
   c. Touch **OK**.
10. Press the green **Start** button.

Scanning to a Destination

This section includes:

Use Scan to Destination to send scanned images to a remote destination, such as an FTP server or a personal computer.

Sending a Scanned Image to a Destination

Before scanning to a destination, configure the destination folders on the server or share the folder on a personal computer. In addition, you must have at least one Scan To Destination in the address book. If Scan To Destination properties are not properly configured, the Scan To icon appears grayed out on the touch screen.

To scan an image and send it to a destination:

1. Load the original on the document glass or in the document feeder.
2. Press the **Services Home** button, then touch **Scan To**.
3. On the Device Address Book page, select **Scan Contacts** or **Scan Favorites**.

   Note: If the Device Address Book does not appear, press the **Clear All** button and start over.
4. In the Names list, touch a destination, then touch **Add to Recipients**.
5. Repeat steps 3 and 4 for each destination as needed.
6. Touch **OK**.
7. To change any of the scan settings, use the options at the bottom of the touch screen.

   For details, see Changing the Basic Scan Settings on page 131.
8. Press the green **Start** button.

   The Job Progress screen appears, and the original is scanned. The file is stored as a file at the destination.

Faxing

8

This chapter includes:

The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* at www.xerox.com/office/WC6655docs.

Basic Faxing

You can send a fax in one of four ways:

- **Fax**, or embedded fax, scans the document and sends it directly to a fax machine.
- **Server Fax** scans the document and sends it to a fax server, which transmits the document to a fax machine.
- **Internet Fax** scans the document and emails it to a recipient.
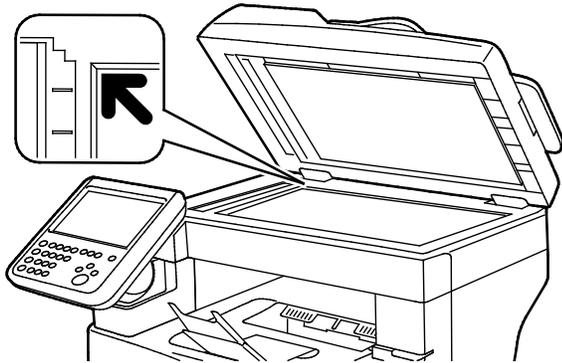- **LAN Fax** sends the current print job as a fax. For details, see the print driver software.

To send a fax:

1. Load your original documents:
   - Use the document glass for single pages or paper that cannot be fed using the document feeder. Place the first page of the document face down, in the top left corner of the document glass.
   - Use the document feeder for multiple or single pages. Remove any staples and paper clips from the pages and place them face up in the document feeder.
2. Press the **Services Home** button, then touch the appropriate fax.
3. Address the fax using one or more of the available options:
   - The **Enter Number and Press Add** field allows you to enter a fax number manually. Use the alphanumeric keypad to enter the number, then touch **Add**.
   - **Dialing Characters** allows you to insert characters such as a Dial Pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Save**.

   Note: One or more dialing pauses can be required between the access number for an outside line and the fax number. When inserted, the dial pauses appear as commas in the fax number.

   - **Favorites** allows you to access selected favorite individual or group contacts from the address book.
   - **Address Book** allows you to access the printer address book.
4. On the Fax tab, adjust the available fax options as needed.
5. Adjust additional fax options as needed. For details, see Selecting Fax Options on page 145, Selecting Server Fax Options on page 154, or Selecting Internet Fax Options on page 158.
6. Press the green **Start** button. The printer scans the pages and transmits the document when all pages have been scanned.

Document Glass

- Lift the document feeder cover and place the first page face down in the upper left corner of the document glass.
- Align the originals to the matching paper size printed on the edge of the glass.
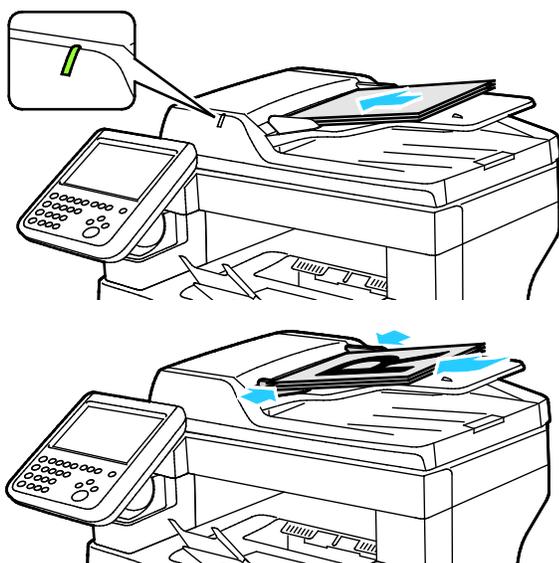- The document glass accommodates original sizes up to 216 x 356 mm (8.5 x 14 in.).

Document Glass Guidelines

The document glass accommodates original sizes up to 216 x 356 mm (8.5 x 14 in.).

To copy or scan the following types of originals, use the document glass rather than the duplex automatic document feeder.

- Paper with paper clips or staples attached
- Paper with wrinkles, curls, folds, tears, or notches
- Coated or carbonless paper or items other than paper such as cloth or metal
- Envelopes
- Books

Document Feeder

- Insert originals face up, with page one on top.
- The confirmation indicator illuminates when you load the originals correctly.
- Adjust the paper guides so they fit against the originals.
- The document feeder supports paper weights of 50–125 g/m² for 1-sided pages, and 60–125 g/m² for 2-sided pages.
- The document feeder supports paper sizes from 139.7 x 139.7 mm (5.5 x 5.5 in.) through 215.9 x 355.6 mm (8.5 x 14 in.).
- The maximum document feeder capacity is approximately 60 sheets of 80 g/m² paper.

Duplex Automatic Document Feeder Guidelines

When loading originals into the duplex automatic document feeder, follow these guidelines:

- Insert originals face up with the top of the page entering the feeder first.
- Only place loose sheets of paper in the duplex automatic document feeder.
- Adjust the paper guides so that they fit against the originals.
- Only Insert paper in the duplex automatic document feeder when ink on the paper is dry.
- Do not load originals above the MAX fill line.

Sending an Embedded Fax

1. Load the original document in the document feeder or on the document glass.
2. Press the **Services Home** button, then touch **Fax**.
3. To address the fax, touch one or more options:
   - The **Enter Number and Press Add** field allows you to enter a fax number manually. Use the alphanumeric keypad to enter the number, then touch **Add**.
   - **Dialing Characters** allows you to insert characters such as a dial pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Add**. Add more numbers, or touch **Close**.

   Note: One or more dialing pauses can be required between the access number for an outside line and the fax number. When inserted, the dial pauses appear as commas in the fax number.

   - **Favorites** allows you to access selected favorite individual or group contacts from the address book.
   - **Address Book** allows you to select fax numbers from your Address Book. Touch the **Down** arrow, then select **Individual** or **Group** from the drop-down menu. Touch the **Up** or **Down** arrows to scroll through the list, touch the desired contact, then select **Add to Recipients** from the drop-down menu. Select and add more contacts, or touch **Close**.
4. To include a cover sheet:
   a. Touch **Cover Sheet>On**.
   b. Touch the **To** field, use the touch screen keyboard to type the name of the recipient, then touch **Save**.
   c. Touch the **From** field, use the touch screen keyboard to type the name of the sender, then touch **Save**.
   d. To add a comment, do one of the following:
      - Touch an existing comment, then touch **Save**.
      - Touch an **<Available>** comment, touch **Edit**, use the touch screen keyboard to type the text, then touch **Save**.

   Notes:
   - To delete an existing comment, touch the comment, then touch **Clear**. Touch **Clear** to confirm the action.
   - To edit an existing comment, touch the comment, then touch **Edit**. Use the touch screen keyboard to change the comment, then touch **Save**.
5. Touch **2-sided Scanning** and select an option.

6. Touch **Original Type** and select an option.

7. Touch **Resolution** and select an option.

8. Select more options as needed. For details, see Selecting Fax Options on page 145.

9. Press the green **Start** button. The printer scans the pages and transmits the document when all pages have been scanned.

    Note: To pause the job, press the **Stop** button. On the touch screen, touch **Resume Scanning** to continue the job, or **Cancel Scanning** to cancel the job completely. If you do not make a selection within 60 seconds, the job automatically resumes.

Selecting Fax Options

This section includes:

Adjusting Brightness and Sharpness

You can lighten or darken the image, and adjust the sharpness.

To adjust the image:
1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Image Quality** tab, then touch **Image Options**.
3. On the Image Options screen, adjust the sliders as needed:
   – **Lighten/Darken** lightens or darkens the image.
   – **Sharpness** sharpens or softens the image.
4. Touch **OK**.

Automatically Suppressing Background Variation

When scanning originals printed on thin paper, text or images printed on one side of the paper can be seen on the other side. Use the Auto Suppression setting to reduce the sensitivity of the printer to variations in light background colors.

To select Auto Suppression:
1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Image Quality** tab, then touch **Image Enhancement**.
3. Under Background Suppression, touch **Auto Suppression**.
4. Touch **OK**.

Adjusting the Contrast

Contrast is the relative difference between light and dark areas in an image.

To adjust the contrast:
1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Image Quality** tab, then touch **Image Enhancement**.
3. On the Image Enhancement screen, select an option:
   - **Manual Contrast** allows you to adjust the contrast manually. Under Manual Contrast, move the slider up or down to increase or decrease the contrast. The middle position on the slider, Normal, does not change the contrast.
   - **Auto Contrast** allows the printer to set the contrast automatically.
4. Touch **OK**.

Specifying the Size of the Original

To ensure that you are scanning the correct area of the documents, specify the original size.

To specify the original size:
1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Layout Adjustment** tab, then touch **Original Size**.
3. On the Original Size screen, select an option:
   - **Auto Detect**: This options allows the printer to determine the size of the original.

   Note: The **Auto Detect** option is enabled only when the original is loaded in the duplex automatic document feeder.

   - **Preset Scan Areas** specifies the area to scan when it matches a standard paper size. In the scrolling list, touch the desired paper size.
   - **Custom Scan Area** allows you to specify the height and width of the area to scan. To specify an area, touch the **Length (Y)** and **Width (X)** arrows.
4. Touch **OK**.

Selecting Reducing or Splitting

You can determine the method to use for handling images that are too large.

To select reducing or splitting:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Layout Adjustment** tab, then touch **Reduce/Split**.
3. Touch an option:
    -   **Reduce to Fit** shrinks large documents to fit on smaller paper.
    -   **Split Across Pages** continues a single image across several pages.
4. Touch **OK**.

Setting Up Book Faxing

You can determine the method used for scanning images in a book.

To select book faxing:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Layout Adjustment** tab, then touch **Book Faxing**.
3. Touch an option:
    -   **Off** is the default setting.
    -   **Both Pages** scans both pages of the book.
    -   **Left Page Only** scans the left page of the book.
    -   **Right Page Only** scans the right page of the book.
4. To set the amount to erase, touch the **Binding Edge Erase** arrows as needed.
5. Touch **OK**.

Printing a Confirmation Report

You can print a report that confirms when your faxes are sent or received. The report contains information on timeouts, busy signals, and retry failures.

To set up a confirmation report printing:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Confirmation Report**.
3. Touch an option:
    -   **Always Print** generates a report for all fax jobs.
    -   **Print on Error Only** generates a report only for fax jobs that fail to send.
4. Touch **OK**.

Selecting the Starting Rate

Select the highest starting rate unless the destination for the fax you are sending has special requirements.

To select the transmission speed for a fax:
1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Starting Rate**.
3. Touch an option.
4. Touch **OK**.

Note: Some telephone networks can require you to set the fax starting rate to Forced (4800 bps). The slower data rate ensures a more reliable transmission of data.

Sending a Delayed Fax

You can set a time in the future for the printer to send your fax job. The delay can range from 15 minutes through 24 hours.

Note: Before using this feature, set the printer to the current time.

To specify the time to send your fax:
1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Delay Send**.
3. Touch **Specified Time**.
   − Touch the **Hour** field, then touch the arrows to set a number.
   − Touch the **Minute** field, then touch the arrows to set a number.
   − If your printer is set to display the 12-hour clock, touch **AM** or **PM**.
4. Touch **OK**.
   The fax is sent at the specified time.

Sending Header Text

The system administrator must set up this feature before you can use it. For details, see the *System Administrator Guide* at www.xerox.com/office/WC6655docs.

To include the fax header text:
1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Send Header Text**.
3. Touch an option.
4. Touch **OK**.

Sending a Fax to a Remote Mailbox

1. Press the **Services Home** button, then touch **Server Fax**.
2. Touch the **Fax Options** tab, then touch **Mailboxes**.
3. Touch **Send to Remote Mailbox**.
4. To address the fax, select an option:
   - The **Fax Number** field allows you to enter a fax number. Use the alphanumeric keypad to enter the number, then touch **Add**.
   - **Dialing Characters** allows you to insert characters such as a Dial Pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Save**.
5. Touch the **Mailbox Number** field, then use the alphanumeric keypad to enter the mailbox number.
6. Touch the **Mailbox Passcode** field, then use the alphanumeric keypad to enter the four-digit mailbox passcode.
7. Touch **OK**.

Storing a Fax in a Local Mailbox

The system administrator must create a mailbox before you can use this feature. For details, see the *System Administrator Guide* at www.xerox.com/office/WC6655docs.

To store a fax in a local mailbox:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Mailboxes**.
3. Touch **Store to Local Mailbox**.
4. Touch the **Mailbox Number** field, then use the alphanumeric keypad to enter the mailbox number.
5. Touch the **Mailbox Passcode** field, then use the alphanumeric keypad to enter the four-digit mailbox passcode.
6. Touch **OK**.

Printing Local Mailbox Documents

To use this feature, you must have documents stored in a mailbox. For details, see Storing a Fax in a Local Mailbox on page 149.

To print local mailbox documents:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Mailboxes**.
3. Touch **Print Local Mailbox Documents**.
4. Touch the **Mailbox Number** field, then use the alphanumeric keypad to enter the mailbox number.
5. Touch the **Mailbox Passcode** field, then use the alphanumeric keypad to enter the four-digit mailbox passcode.
6. Touch **Print All Documents**. The documents in the mailbox are printed.

Deleting Local Mailbox Documents

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Mailboxes**.
3. Touch **Delete Local Mailbox Documents**.
4. Touch the **Mailbox Number** field, then use the alphanumeric keypad to enter the mailbox number.
5. Touch the **Mailbox Passcode** field, then use the alphanumeric keypad to enter the four-digit mailbox passcode.
6. Touch **Delete All Documents**.
7. To confirm, touch **Delete All**. All documents in the mailbox are deleted.

Storing a Fax for Local or Remote Polling

Turn on Secure or Non-Secure Local Polling to make fax documents stored on one printer available for remote polling by other printers. When Secure Local Polling is on, you create a list of fax numbers that are allowed to access the stored faxes on the printer.

To store a fax:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Local Polling**.
3. Under Store for Local Polling, touch one of the following options:
   - **Non-Secure Polling** scans your originals and stores them as documents. Anyone with this fax number can access the documents.
   - **Secure Polling** scans your originals and stores them as documents. You specify the fax numbers that can access the documents.
4. For secure polling, touch one or more of the following to add fax numbers to the access list:
   - **Fax Number** field allows you to enter a fax number manually. Use the alphanumeric keyboard to enter the number, and touch **Add**.
   - **Address Book** allows you to add individual stored fax numbers to the list. Select a fax number, and select **Add to Recipients** from the drop-down menu. Touch **Close**.
   - The **Allow all Address Book fax numbers access** check box adds all stored fax numbers to the list.

   Note: To modify existing entries in the access list, touch the entry, then select **Edit**, **Remove**, or **Remove All** from the drop-down menu.

5. Touch **Save**.

Printing or Deleting Secure Faxes

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Local Polling**.
3. Under Store for Local Polling, touch an option:
   - **Print All Stored Documents** prints all stored fax documents.
   - **Delete All Stored Documents** deletes all stored fax documents. To confirm the action, touch **Delete All**.

Polling a Remote Fax

If remote polling is turned on, you can retrieve documents that were stored using local polling on another fax machine.

Note: If Local Polling is turned on, Remote Polling is not available. To turn off Local Polling, touch **Local Polling>Off>Save**.

To poll a remote fax:
1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Remote Polling**.
3. Under Poll, touch **Remote Fax**.
4. To address the fax, select one or more options:
   - The **Enter Number and Press Add** field allows you to enter a fax number manually. Use the alphanumeric keypad to enter the number, then touch **+** (Add).
   - **Dialing Characters** allows you to insert characters such as a Dial Pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Close**.
5. To set a time for the printer to retrieve faxes from other fax machines, do the following:
   a. Touch **Delay Poll**.
   b. To set the time, touch **Delay Poll**.
      - Touch the **Hour** field, then touch the arrows to set a number.
      - Touch the **Minute** field, then touch the arrows to set a number.
      - If your printer is set to display the 12-hour clock, touch **AM** or **PM**.
   c. Touch **OK**.
6. To retrieve and print the faxes, touch **Poll Now**.

Note: To cancel, touch **Close**.

Building a Fax Job

Use this feature to fax an assorted group of originals, each with different settings. Each segment is programmed and scanned, and the images are stored temporarily in the printer. Once all segments have been stored, the individual segments are faxed as a single job.

To build a fax job:

1. Press the **Services Home** button, then touch the appropriate fax.
2. Address the fax using one or more of the available options:
   - The **Enter Number and Press Add** field allows you to enter a fax number manually. Use the alphanumeric keypad to enter the number, then touch **Add**.
   - **Dialing Characters** allows you to insert characters such as a Dial Pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Save**.
   - **Address Book** allows you to access the printer address book.
   - **Favorites** allows you to access selected favorite individual or group contacts from the address book.
3. Touch the **Job Assembly** tab, then touch **Build Job>On**.
4. Touch **Options**.
   a. Select or clear the **Display this window between segments** check box.
   b. Select or clear the **Turn Build Job Off after Job is Submitted** check box.
5. Program and scan the first segment:
   a. Load the originals for the first segment.
   b. Select the required settings, such as layout adjustments, image quality, and options.
   c. Press the green **Start** button on the control panel.
6. Program and scan additional segments:
   a. Load the originals for the next segment.
   b. When the Build Job screen appears, touch **Program Next Segment**.
   c. Using the appropriate tabs, select the required settings.
   d. Press the green **Start** button to scan the originals for that segment.
7. Repeat the previous step for each remaining segment.

   Note: At any time, you can touch **Delete Last Segment** or **Delete All Segments** to modify the job.

8. When all of the segments have been programmed and scanned, touch **Submit the Job**. The Job Progress screen appears, and the individual segments are faxed as a single job.
9. On the Job Progress screen, touch **Job Details** to view a summary of the job.

   Note: If necessary, touch **Delete>Delete Job** to cancel the job.

Sending a Server Fax

If a fax server is connected to the network, you can send a document to a fax machine without requiring a dedicated telephone line.

When using the server fax, a document is scanned and sent to a fax repository on the network. The fax server then sends the fax over a telephone line to a fax machine.

The system administrator must enable the server fax service and configure a fax repository, or filing location, before you can use this feature.

To send a server fax:
1. Load the original on the document glass or in the duplex automatic document feeder.
2. Press the **Services Home** button, then touch **Server Fax**.
3. To address the fax, touch one or more options:
   - The **Enter Number and Press Add** field allows you to enter a fax number manually. Use the alphanumeric keypad to enter the number, then touch **Add**.
   - **Dialing Characters** allows you to insert characters such as a dial pause in a fax number. Use the touch screen keypad to enter the numerals and characters, then touch **Add**. Add more numbers, or touch **Close**.
   - **Fax Directory** allows you to select fax numbers from your Fax Directory. Touch the **Up** or **Down** arrows to scroll through the list, touch the desired contact, then select **Add to Recipients** from the drop-down menu. Select and add more contacts, or touch **Close**.
4. Touch **2-sided Scanning** and select an option.
5. Touch **Original Type** and select an option.
6. Touch **Resolution** and select an option.
7. Select more options as needed. For details, see Selecting Server Fax Options on page 154.
8. Press the green **Start** button. The printer scans the pages and transmits the document when all pages have been scanned.

Selecting Server Fax Options

This section includes:

Adjusting Brightness

You can lighten or darken the image.

To adjust the image:

1. Press the **Services Home** button, then touch **Server Fax**.
2. Touch the **Image Quality** tab, then touch **Image Options**.
3. On the Image Options screen, adjust the **Lighten/Darken** slider up or down as needed.
4. Touch **OK**.

Automatically Suppressing Background Variation

When scanning originals printed on thin paper, text or images printed on one side of the paper can be seen on the other side. Use the Auto Suppression setting to reduce the sensitivity of the printer to variations in light background colors.

To select Auto Suppression:

1. Press the **Services Home** button, then touch **Server Fax**.
2. Touch the **Image Quality** tab, then touch **Image Enhancement**.
3. Under Background Suppression, touch **Auto Suppression**.
4. Touch **OK**.

Adjusting the Contrast

Contrast is the relative difference between light and dark areas in an image.

To adjust the contrast:
1. Press the **Services Home** button, then touch **Server Fax**.
2. Touch the **Image Quality** tab, then touch **Image Enhancement**.
3. On the Image Enhancement screen, select an option:
    −   **Manual Contrast** allows you to adjust the contrast manually. Under Manual Contrast, move the slider up or down to increase or decrease the contrast. The middle position on the slider, Normal, does not change the contrast.
    −   **Auto Contrast** allows the printer to set the contrast automatically.
4. Touch **OK**.

Specifying the Orientation of the Original

1. Touch the **Layout Adjustment** tab, then touch **Original Orientation**.
2. On the Original Orientation screen, touch the desired orientation:
    −   **Upright Images** and **Sideways Images** refer to the direction the originals are loaded in the document feeder.
    −   **Portrait Originals** and **Landscape Originals** refer to the images on the originals.

    Note: If you are using the document glass, the orientation of the original is as seen before turning it over.
3. Touch **OK**.

Specifying the Size of the Original

To ensure that you are scanning the correct area of the documents, specify the original size.

To specify the original size:
1. Press the **Services Home** button, then touch **Server Fax**.
2. Touch the **Layout Adjustment** tab, then touch **Original Size**.
3. On the Original Size screen, select an option:
    −   **Auto Detect**: This options allows the printer to determine the size of the original.

    Note: The **Auto Detect** option is enabled only when the original is loaded in the duplex automatic document feeder.

    −   **Preset Scan Areas** specifies the area to scan when it matches a standard paper size. In the scrolling list, touch the desired paper size.
    −   **Custom Scan Area** allows you to specify the height and width of the area to scan. To specify an area, touch the **Length (Y)** and **Width (X)** arrows.
4. Touch **OK**.

Sending a Delayed Fax

You can set a time in the future for the printer to send your fax job. The delay can range from 15 minutes through 24 hours.

Note: Before using this feature, set the printer to the current time.

To specify the time to send your fax:

1. Press the **Services Home** button, then touch **Server Fax**.
2. Touch the **Fax Options** tab, then touch **Delay Send**.
3. Touch **Specified Time**.
   a. Touch the **Hour** field, then touch the arrows to set a number.
   b. Touch the **Minute** field, then touch the arrows to set a number.
   c. If your printer is set to display the 12-hour clock, touch **AM** or **PM**.
4. Touch **OK**.
   The fax is sent at the specified time.

Building a Fax Job

Sending an Internet Fax

If an SMTP (email) server is connected to the network, a document can be sent to an email address. This feature eliminates the need for a dedicated telephone line and the associated service costs. When sending an Internet Fax, the document is scanned and sent to an email address.

To send an Internet fax:

1. Load the original on the document glass or in the document feeder.
2. Touch the **Services Home** button, then touch **Internet Fax**.
3. To address the fax:
   a. Touch **New Recipient**.
   b. Touch the **Down** arrow, then from the menu, select **To:** or **Cc:**.
   c. Touch the **Enter email address and select Add** field, then use the touch screen keyboard to type the email address.
   d. Touch **Add**.
   e. Use the touch screen keyboard to type additional email addresses.
   f. When you are finished, touch **Close**.
4. To add a subject line:
   a. Touch **Subject**, then use the touch screen keyboard to type the desired text.

   Note: To modify the default subject that appears, touch **X** to clear the field.

   b. Touch **OK**.
5. Adjust the Internet fax options as needed.
   a. Touch **2-sided Scanning** and select from the drop-down menu:
      - **1-Sided**
      - **2-Sided**
      - **2-Sided, Rotate Side 2**
   b. Touch **Original Type** and select from the drop-down menu:
      - **Photo & Text**
      - **Photo**
      - **Text**
      - **Map**
      - **Newspaper/Magazine**
6. Adjust additional fax options as needed.
7. Press the green **Start** button. The printer scans all of the pages into a document, then sends the document as an email attachment in **.pdf** or **.tiff** file format.

Selecting Internet Fax Options

This section includes:

Adjusting Brightness and Sharpness

You can lighten or darken the image, and adjust the sharpness.

To adjust the image:
1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Advanced Settings** tab, then touch **Image Options**.
3. On the Image Options screen, adjust the sliders as needed:
    −   **Lighten/Darken** lightens or darkens the image.
    −   **Sharpness** sharpens or softens the image.
4. Touch **OK**.

Automatically Suppressing Background Variation

When scanning originals printed on thin paper, text or images printed on one side of the paper can be seen on the other side. Use the Auto Suppression setting to reduce the sensitivity of the printer to variations in light background colors.

To select Auto Suppression:
1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Advanced Settings** tab, then touch **Image Enhancement**.
3. Under Background Suppression, touch **Auto Suppression**.
4. Touch **OK**.

Adjusting the Contrast

Contrast is the relative difference between light and dark areas in an image.

To adjust the contrast:
1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Advanced Settings** tab, then touch **Image Enhancement**.
3. On the Image Enhancement screen, adjust the contrast:
   - **Manual Contrast** allows you to adjust the contrast manually. Move the slider up or down to increase or decrease the contrast. The middle position on the slider, Normal, does not change the contrast.
   - **Auto Contrast** allows the printer to set the contrast automatically.
4. Touch **OK**.

Setting the Resolution

1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Advanced Settings** tab, then touch **Resolution**.
3. On the Resolution screen, touch the desired resolution.
   - **72 dpi** produces acceptable image quality for onscreen viewing, and the smallest file size.
   - **100 dpi** produces good image quality for onscreen viewing, and small file size.
   - **150 dpi** produces good image quality for onscreen viewing, and small file size.
   - **200 x 100 dpi** produces good image quality, and moderate file size.
   - **200 dpi** produces good image quality, and moderate file size. This setting is the default.
   - **300 dpi** produces high image quality, and large file size.
   - **400 dpi** produces higher image quality, and larger file size.
   - **600 dpi** produces the highest image quality, and the largest file size.
4. Touch **OK**.

   Note: Check with the system administrator to determine the largest file size that the email system allows.

Setting the Quality and File Size

The Quality/File Size option lets you choose from three settings that balance the quality of the image and the size of the file. Higher quality images result in larger file sizes, which are not ideal for sharing and transmitting over the network.

To set the Internet fax quality and file size:
1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Advanced Settings** tab, then touch **Quality/File Size**.
3. On the Quality/File Size screen, use the slider to select a setting. The settings range from Normal Quality and Small File Size to Highest Quality and Largest File Size.
4. Touch **OK**.

Specifying the Orientation of the Original

1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Layout Adjustment** tab, then touch **Original Orientation**.
3. On the Original Orientation screen, touch the desired orientation:
   – **Upright Images** and **Sideways Images** refer to the direction the originals are loaded in the document feeder.
   – **Portrait Originals** and **Landscape Originals** refer to the images on the originals.

   Note: If you are using the document glass, the orientation of the original is as seen before turning it over.

4. Touch **OK**.

Specifying the Size of the Original

To ensure that you are scanning the correct area of the documents, specify the original size.

To specify the original size:
1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Layout Adjustment** tab, then touch **Original Size**.
3. On the Original Size screen, select an option:
   – **Auto Detect**: This options allows the printer to determine the size of the original.

   Note: The **Auto Detect** option is enabled only when the original is loaded in the duplex automatic document feeder.

   – **Preset Scan Areas** specifies the area to scan when it matches a standard paper size. In the scrolling list, touch the desired paper size.
   – **Custom Scan Area** allows you to specify the height and width of the area to scan. To specify an area, touch the **Length (Y)** and **Width (X)** arrows.
4. Touch **OK**.

Adding a Message

1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Internet Fax Options** tab, then touch **Message**.
3. Type a message using the touch screen keyboard.
4. Touch **OK**.

Specifying a Reply To Address

1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Internet Fax Options** tab, then touch **Reply To**.
3. Type an email address using the touch screen keyboard.
4. Touch **OK**.

Printing an Acknowledgment Report

If the status of each recipient is known, you can print a delivery status report. The printer waits for a delivery receipt from each recipient, then prints the report.

> Note: The report could be delayed depending on the response time of the recipients.

To print an acknowledgment report:
1. Touch the **Services Home** button, then touch **Internet Fax**.
2. Touch the **Internet Fax Options** tab, then touch **Acknowledgment Report**.
3. Touch **Print Report**.
4. Touch **OK**.

Building a Fax Job

For details, see Building a Fax Job on page 152.

Sending a LAN Fax

Local Area Network (LAN) Fax allows you to send faxes from the print driver on your computer to a fax machine over a telephone line. The Fax window allows you to enter recipients, create a cover page with notes, and set options. Using the options you can select confirmation sheets, send speed, fax resolution, send time, and fax dialing options.

Notes:

- When the Fax job type is selected, some features, such as Edge Enhancement, Thin Line Enhancement, and Black Enhancement, are turned off.
- Not all printer models support this feature.

To send a LAN fax:

1. With the desired document or graphic open in your application, open the Print dialog box. For most software applications, click **File>Print** or press **CTRL+P**.
2. Select your printer, then click **Properties** to open the print driver dialog box.
3. On the Paper/Output tab, from the Job Type list, select **Fax**.
4. Click **Recipients**.
5. Do one or more of the following:
    - Click the **Phonebook** button, select a phone book from the list, select a name from the upper list, then add it to the Fax Recipients. Repeat the procedure to add more names. Click **OK**.
    - Click the **Add Recipients** button, type the recipient name and fax number, add other information, then click **OK**. Add new recipients as needed.
6. To include a cover sheet, click **Cover Sheet**, then from the Cover Sheet Options list, select **Print a Cover Sheet**.
7. On the Cover Sheet information tab, type notes that you want to appear on the cover sheet.
8. On the Options tab, select the options for this fax.
9. Click **OK**.
10. In the Printer Properties window, click **OK**.
11. In the Print window, click **OK**.
12. To confirm the recipients, click **OK**.

Using the Address Book

This section includes:

Adding an Individual Entry to the Device Address Book

The Device Address Book can contain up to 5000 contacts. If the Add button is unavailable, the address book has reached its limit.

Before you can use this feature, the system administrator must enable Create/Edit Contact from Touch Screen for All Users.

To add a recipient to the Device Address Book:

1. Press the **Services Home** button, then touch **Email**.
2. Touch **New Recipient**.
3. Touch the **Enter email address and select Add** field, then use the touch screen keyboard to type the email address.
4. At the end of the address field, touch the **Add to Address Book** icon.
    −   To add the recipient to the address book, touch **Create New Contact**.
    −   To add the new recipient information to an existing address book contact, touch **Add to Existing Contact**.
5. To add name and company information for the new entry, to the right of the contact field, touch the **i** button.
    a.   Enter a name into the First Name, Last Name, or Company field, then touch **OK**.

    Note: The first entry into one of the fields becomes the display name for the contact information.

    b.   Enter names into the remaining fields, then touch **OK** after each entry.
6. At the Additional Contact Information page, touch **OK**.
7. To enter a fax number for the contact, to the right of the green fax icon, touch the field.
8. Touch **Enter Fax Number**, use the alphanumeric keypad to enter the number, then touch **OK**.
9. To enter an Internet fax number for the contact, to the right of the blue Internet Fax icon, touch the field. Touch **Enter Internet Fax Number**, use the alphanumeric keypad to enter the number, then touch **OK**.
10. To mark a contact as a favorite, to the right of the global address book, email, fax, or Internet fax fields, touch the corresponding star.
11. To save the contact to the Device Address Book, touch **OK**.

To add a recipient to the Device Address Book using the Fax feature:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Enter Fax Number** field.
   − To add the recipient to the address book, touch **Create New Contact**.
   − To add the new recipient information to an existing address book contact, touch **Add to Existing Contact**.
3. To add name and company information for the new entry, to the right of the contact field, touch the **i** button.
   a. Enter a name into the First Name, Last Name, or Company field, then touch **OK**.

   Note: The first entry into one of the fields becomes the display name for the contact information.

   b. Enter names into the remaining fields, then touch **OK** after each entry.
   c. At the Additional Contact Information page, touch **OK**.
4. To add an email contact for the recipient, touch the field to the right of the email icon.
   a. Touch **Enter Email Address**.
   b. Enter a valid email address.
   c. Touch **OK**.
5. To enter an Internet fax number for the contact, to the right of the blue Internet Fax icon, touch the field. Touch **Enter Internet Fax Number**, use the alphanumeric keypad to enter the number, then touch **OK**.
6. To mark a contact as a favorite, to the right of the global address book, email, fax, or Internet fax fields, touch the corresponding star.
7. To save the contact to the Device Address Book, touch **OK**.

Editing an Individual Address Book Entry

1. Press the **Services Home** button, then touch **Email**.
2. Touch **Address Book**.
3. Under Names, touch a contact name.
4. Touch **Details**.
5. To change the display name of the contact, touch the **i** button, edit the information in the fields, then touch **OK**.
6. To enter or change a fax number for the contact, to the right of the green fax icon, touch the field.
7. Touch **Enter Fax Number**, use the alphanumeric keypad to enter the number, then touch **OK**.
8. To enter an Internet fax number for the contact, to the right of the blue Internet Fax icon, touch the field. Touch **Enter Internet Fax Number**, use the alphanumeric keypad to enter the number, then touch **OK**.
9. To mark a contact as a favorite, to the right of the global address book, email, fax, or Internet fax fields, touch the corresponding star.
10. To save the contact to the Device Address Book, touch **OK**.

Editing or Deleting Favorites in the Device Address Book

1. Press the **Services Home** button, then touch **Fax**.
2. Touch **Address Book**.
3. Touch the **Down** arrow, then touch **Contacts** or **All Contacts**.
4. Touch the desired entry, using the scroll arrows as needed.
5. Touch **Details**.
6. To mark a contact as a favorite, to the right of the global address book, email, fax, or Internet fax fields, touch the corresponding star.
7. To delete a favorite, to the right of the global address book, fax, or Internet fax field, touch the corresponding orange star.
8. Touch **OK**.
9. To return to the main menu, press the **Services Menu** button.

Printing a Fax Report

You can print the following fax reports from the printer control panel:
- Activity Report
- Protocol Report
- Fax Address Book Report
- Options Report
- Pending Jobs Report

To print a fax report:
1. At the printer control panel, press the **Machine Status** button, then touch the **Tools** tab.
2. Touch **Service Settings**>**Embedded Fax Settings**.
3. Touch **Print Fax Reports**, then touch the arrows to scroll if needed.
4. Touch the desired report, then touch **Print Now**.
5. Touch **Close**, then log out.

Maintenance

9

This chapter includes:

Cleaning the Printer

This section includes:

General Precautions

⚠️ **CAUTION:** Do not expose the drum cartridge to direct sunlight or strong indoor fluorescent lighting. Do not touch or scratch the surface of the drum.

⚠️ **CAUTION:** When cleaning your printer do not use organic or strong chemical solvents or aerosol cleaners. Do not pour fluids directly into any area. Use supplies and cleaning materials only as directed in this documentation.

⚠️ **WARNING:** Keep all cleaning materials out of the reach of children.

⚠️ **WARNING:** If you spill any toner in the printer, wipe it up using a moist cloth. Never use a vacuum cleaner to remove spilled toner. Sparks inside the vacuum cleaner can cause a fire or explosion.

⚠️ **WARNING:** Do not use pressurized spray cleaning aids on or in the printer. Some pressurized sprays contain explosive mixtures and are not suitable for use in electrical applications. Use of pressurized spray cleaners increases the risk of fire and explosion.

⚠️ **WARNING:** Do not remove the covers or guards that are fastened with screws. You cannot maintain or service any parts that are behind these covers and guards. Do not attempt any maintenance procedure that is not described in the documentation supplied with your printer.

⚠️ **WARNING:** Internal parts of the printer can be hot. Use caution when doors and covers are open.

- Do not place anything on top of the printer.
- Do not leave the covers and doors open for any length of time, especially in well-lit places. Light exposure can damage the drum cartridge.
- Do not open covers and doors during printing.
- Do not tilt the printer while it is in use.
- Do not touch the electrical contacts or gears. Doing so could damage the printer and cause the print quality to deteriorate.
- Ensure any parts removed during cleaning are replaced before you plug in the printer.

Cleaning the Exterior

Clean the exterior of the printer once a month.

- Wipe the paper tray, output tray, control panel, and other parts with a damp, soft cloth.
- After cleaning, wipe with a dry, soft cloth.
- For stubborn stains, apply a small amount of mild detergent to the cloth and gently wipe the stain off.

⚠ **CAUTION:** Do not spray detergent directly on the printer. Liquid detergent could enter the printer through a gap and cause problems. Never use cleaning agents other than water or mild detergent.

Cleaning the Scanner

Xerox recommends that you clean the scanner about once a month or when vertical lines appear on copies or scans from the automatic document feeder. Vertical lines appear when anything is spilled on the scanner or when debris or dust collect on any of the surfaces. Clean scanner glass surfaces and feed rollers ensure the best possible copies and scans.

Cleaning the Document Glass and Cover

1. Slightly dampen a soft, lint-free cloth with water.
2. Remove any paper from the duplex automatic document feeder.
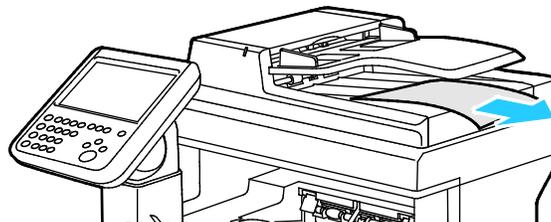
3. Open the document cover.
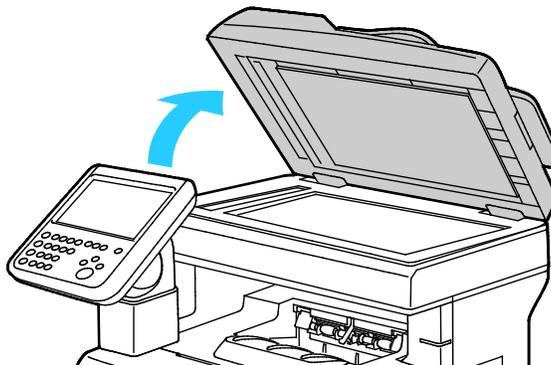
4. Wipe the surfaces of the document glass and CVT glass until they are clean and dry.

    Note: For best results, to remove marks and streaks, use a standard glass cleaner.
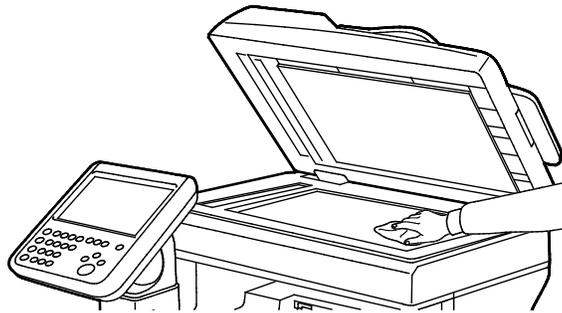
5. Wipe the white underside of the document cover until it is clean and dry.
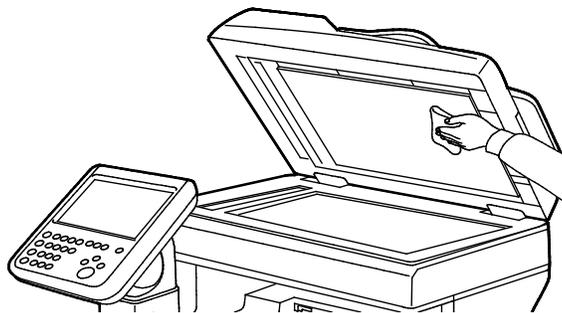
6. Close the document cover.

Cleaning the Feed Rollers and Separation Pad on the Automatic Document Feeder

1. Open the duplex automatic document feeder top cover.
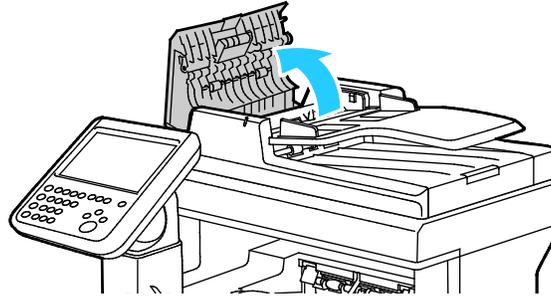
2. With a clean, lint-free cloth moistened with water, wipe the feed rollers and the separation pad until they are clean.
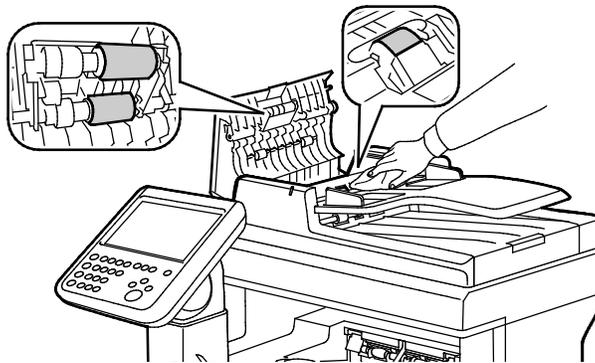
> Note: If the duplex automatic document feeder feed rollers and separation pad get stained with toner or debris, they can cause stains on the documents. To remove stains, use a soft lint-free cloth dampened with a neutral detergent or water.

3. Close the document feeder top cover.

Cleaning the Interior

To prevent stains inside the printer that can deteriorate print quality, clean the interior of the printer regularly. Clean the printer interior whenever you replace the drum cartridge.

After clearing paper jams or replacing a toner cartridge, inspect the inside of the printer before closing the printer covers and doors.

*   Remove any remaining pieces of paper or debris. For details, see Clearing Paper Jams on page 198.
*   Remove any dust or stains with a dry, clean cloth.

⚠ **WARNING:** Never touch a labeled area on or near the heat roller in the fuser. You can get burned. If a sheet of paper is wrapped around the heat roller, do not try to remove it immediately. Switch off the printer immediately and wait 40 minutes for the fuser to cool. Try to remove the jam after the printer has cooled.

Cleaning the Laser Lenses

If prints have voids or light streaks through one or more colors, use the following instructions to clean the laser lenses.

⚠️ **WARNING:** If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool water, not hot, to rinse off the toner. If toner gets on your skin, wash it off with cool water and a mild soap. If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

1. Open the side door.
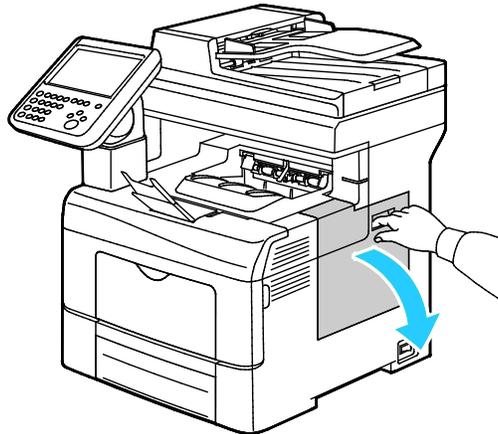
2. To unlock the waste cartridge, turn the waste cartridge lever 90-degrees counterclockwise.
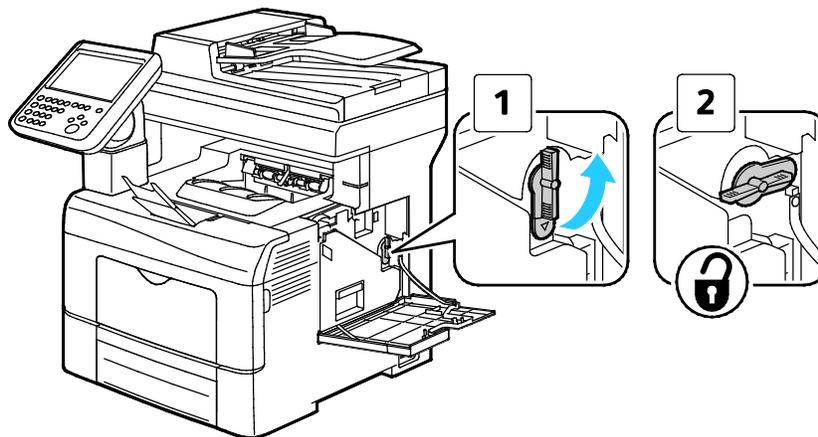
3. Grasp the handle of the waste cartridge, then pull it out. To prevent toner spills, keep the openings facing up.
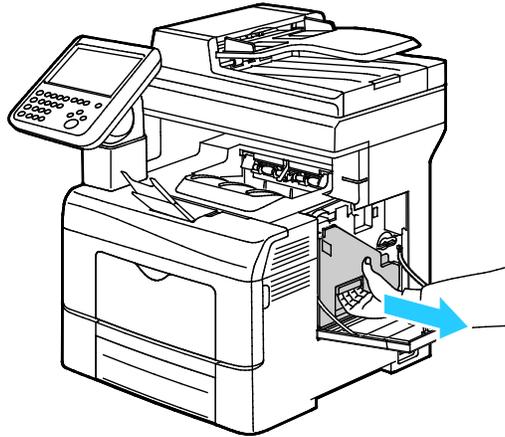
Notes:

- Be careful not to spill toner when handling the waste cartridge.
- After removing the waste cartridge, do not touch the area shown in the illustration.
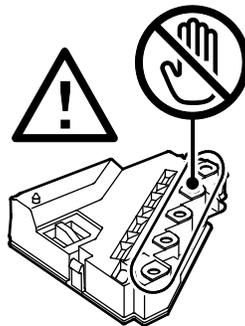
4. Place the removed waste cartridge on a level surface.
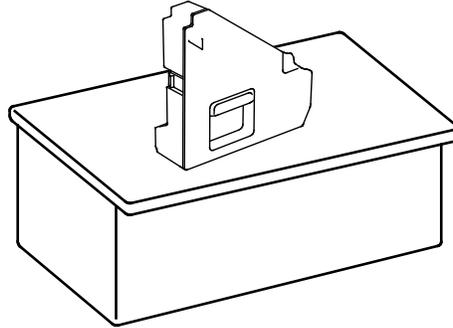
⚠ **CAUTION:** To avoid toner spills or malfunction, do not lay the waste cartridge on its side.
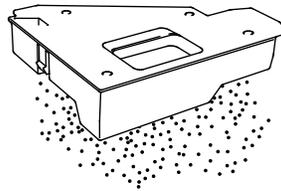
5. Remove the cleaning rod from inside the printer.
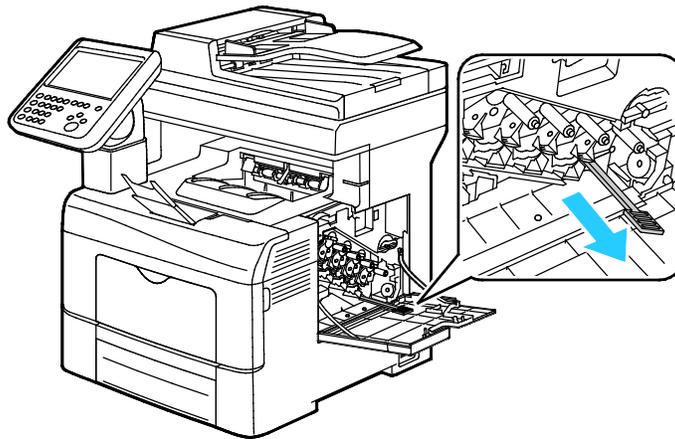
6. Insert the cleaning rod into one of the four cleaning holes until it clicks, then pull it out. Repeat this two more times.
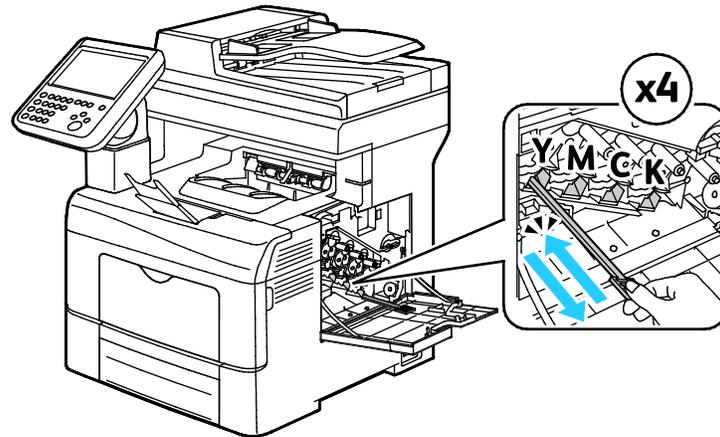
7. Repeat the procedure for the holes in the other three slots.
8. Return the cleaning rod to its original location.
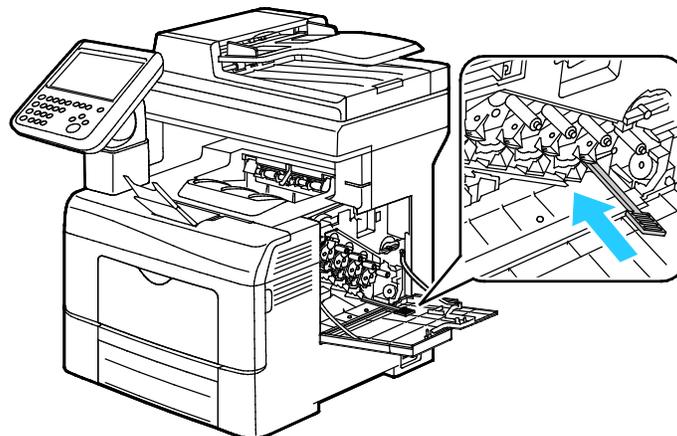
9. Reinsert the waste cartridge.
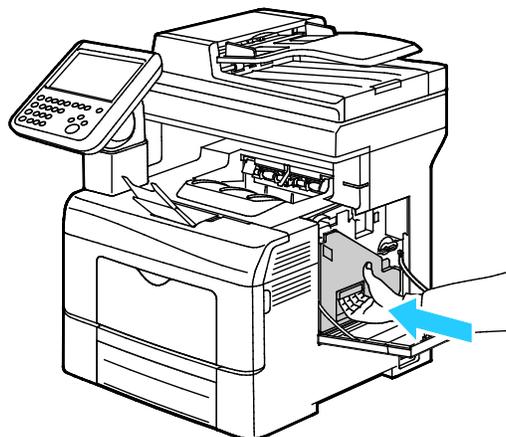
Note: If the waste cartridge does not fit into place properly, ensure that the belt is inserted fully.

10. To lock the waste cartridge, turn the waste cartridge lock lever 90-degrees clockwise.
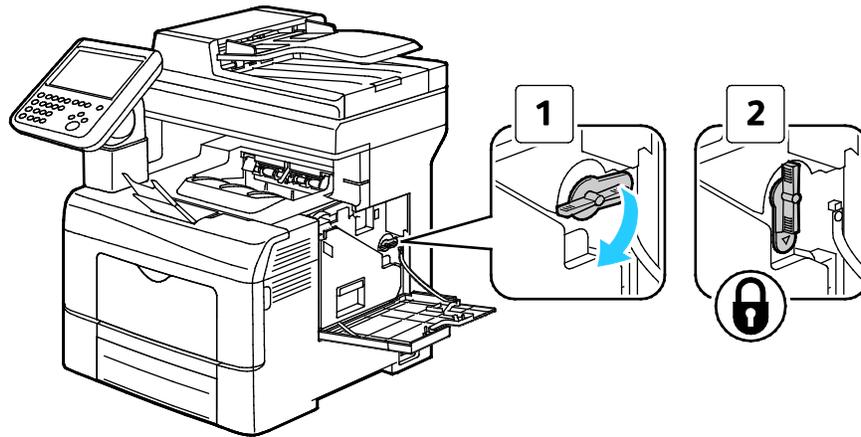
11. Close the side door.

Cleaning the Color Toner Density Sensors

1. Turn off the printer.

⚠ **CAUTION:** If the optional Productivity Kit (HD) is not installed, ensure that the Ready LED is off before you turn off the printer. The data in the memory is cleared when the printer is turned off.

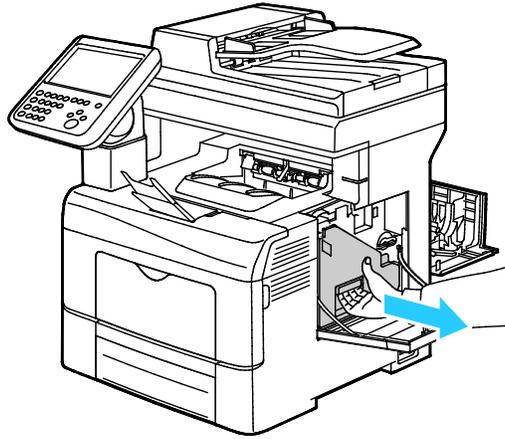2. Push down on the rear door release and pull open the door.
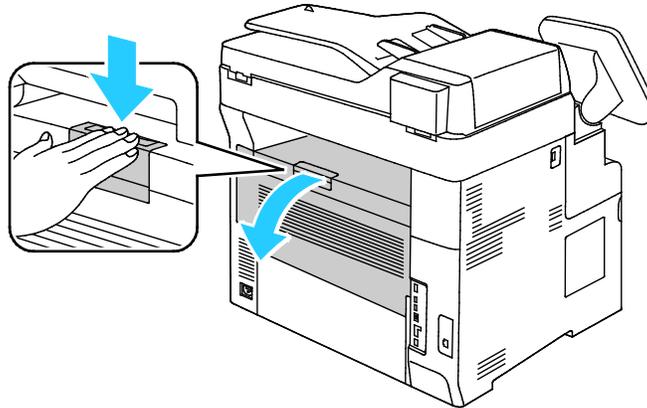
3. Open the side door.
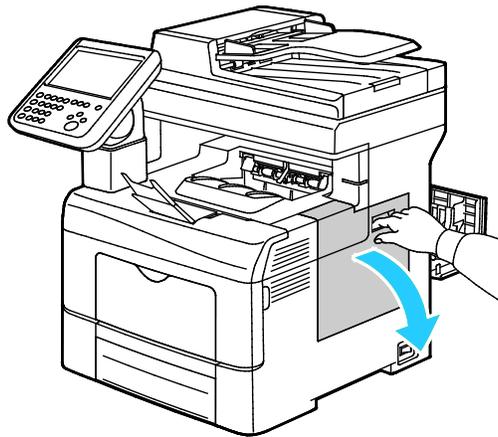
4. To unlock the waste cartridge, turn the waste cartridge lever 90-degrees counterclockwise.
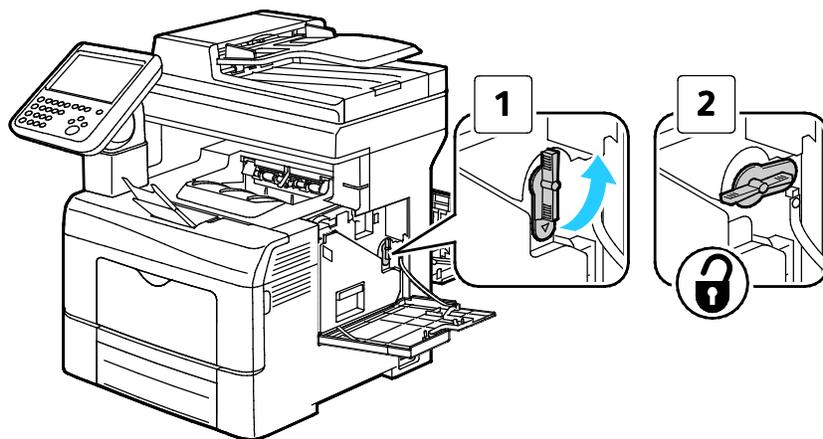
5. Grasp the handle of the waste cartridge, then pull it out. To prevent toner spills, keep the openings facing up.
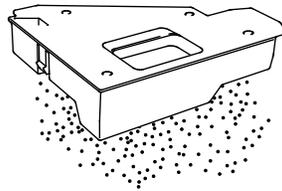

Notes:

- Be careful not to spill toner when handling the waste cartridge.
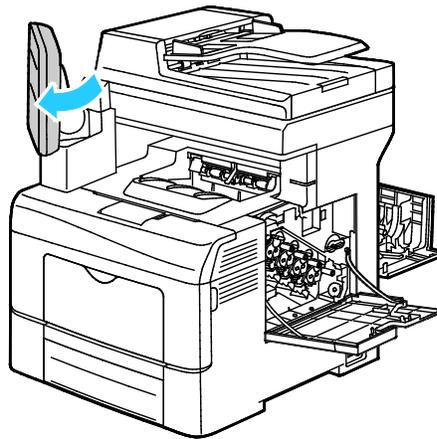- After removing the waste cartridge, do not touch the area shown in the illustration.

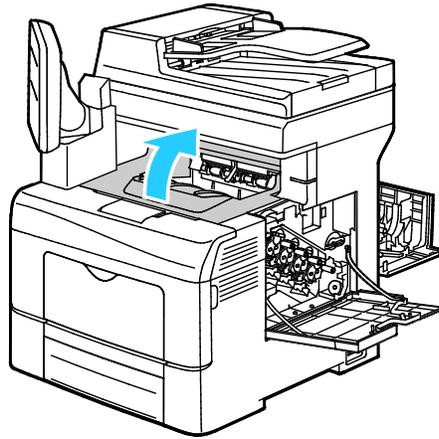6. Place the removed waste cartridge on a level surface.
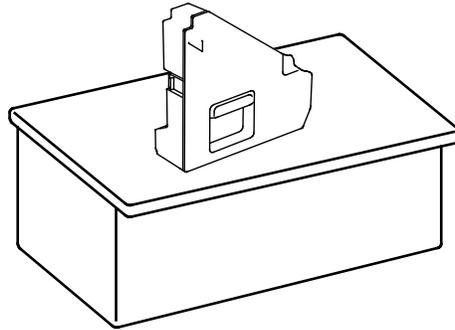
⚠ **CAUTION:** To avoid toner spills or malfunction, do not lay the waste cartridge on its side.
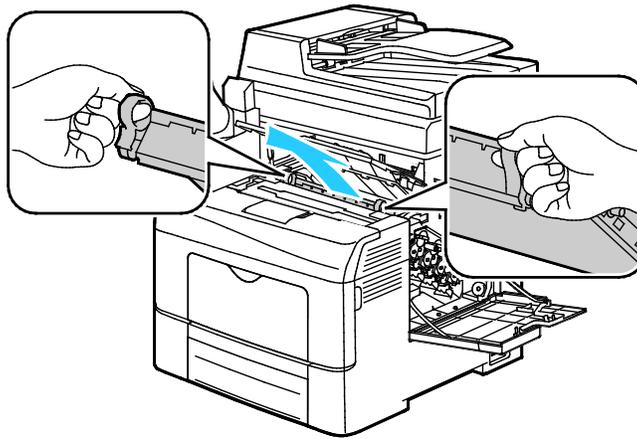

7. Turn the control panel so that it is not positioned above the top cover.
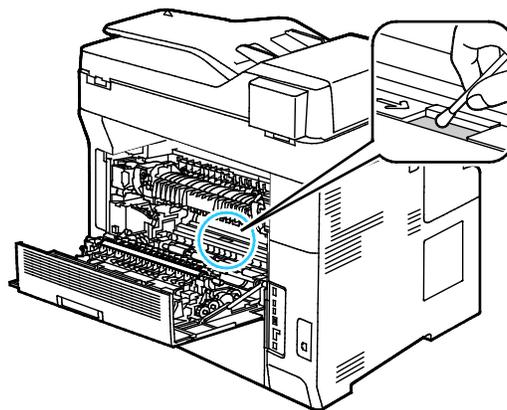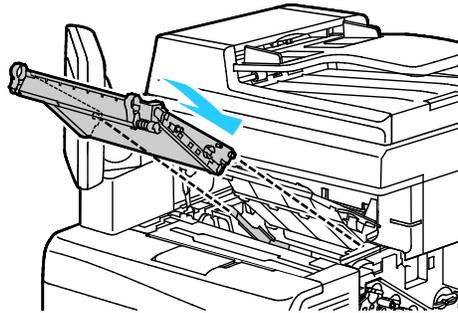
8. Open the top cover.

9. Put your fingers through the loops on both sides of the transfer belt unit, then pull it out.
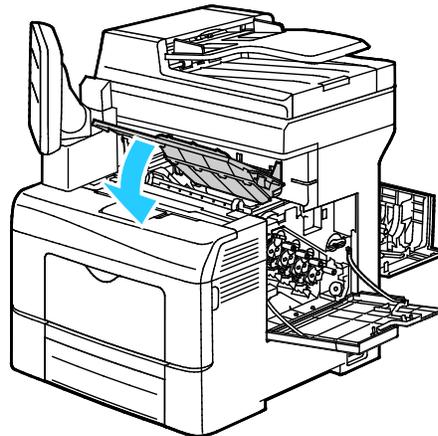
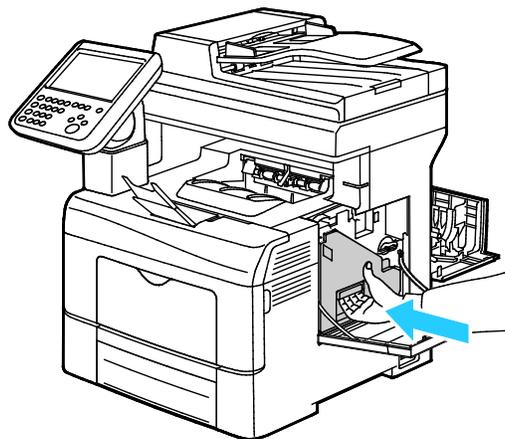10. Use a dry cotton swab to clean the color toner density sensors.

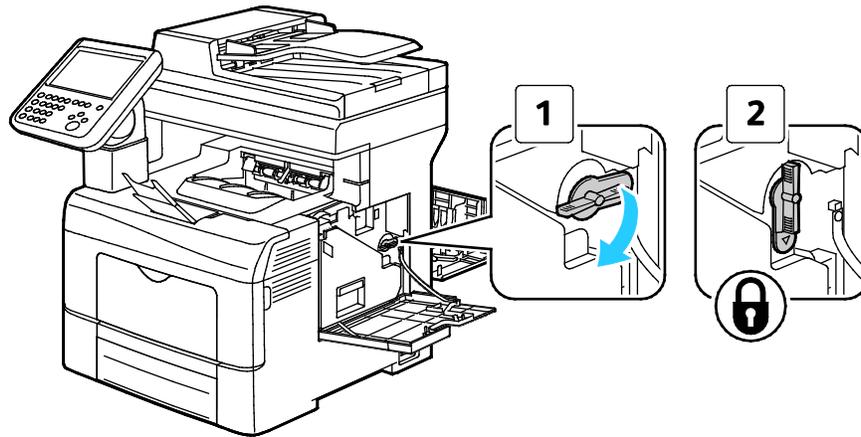11. Reinsert the belt unit into the printer.

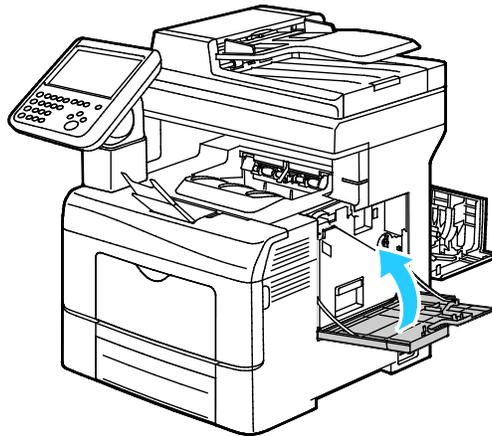12. Close the top cover.

13. Reinsert the waste cartridge.

Note: If the waste cartridge does not fit into place properly, ensure that the belt is inserted fully.
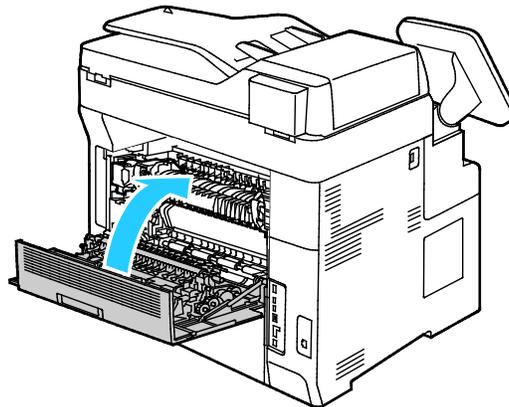
14. To lock the waste cartridge, turn the waste cartridge lock lever 90-degrees clockwise.

15. Close the side door.

16. Close the rear door.

Billing and Usage Information

Billing and printer usage information appears on the Billing Information screen. The impression counts shown are used for billing.

To view Billing and Usage information:

1. At the printer control panel, press the **Machine Status** button.
2. To view basic impression counts, touch the **Billing Information** tab:
   - **Black Impressions**: Total number of pages printed with no color specified.
   - **Color Impressions**: Total number of pages printed that specify color.
   - **Total Impressions**: Total number of color impressions plus black impressions.
3. To view detailed usage information, touch **Usage Counters**, then select an option.
4. To return to the Services Home menu, press the **Services Home** button.

Ordering Supplies

This section includes:

When to Order Supplies

A warning appears on the control panel when supplies near their replacement time. Verify that you have replacements on hand. It is important to order these items when the messages first appear to avoid interruptions to your printing. An error message appears on the control panel when supplies must be replaced.

Order supplies from your local reseller or go to www.xerox.com/office/WC6655supplies.

⚠ **CAUTION:** Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreement, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Please contact your Xerox representative for details.

Viewing Printer Supply Status

You can check the status and percentage of life remaining for your printer supplies at any time using CentreWare Internet Services or the control panel.

To view printer supply status using CentreWare Internet Services:

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.

   Note: For details, see the *System Administrator Guide* at www.xerox.com/office/WC6655docs.

2. Select the **Status** tab.

3. Under Status, click **Supplies**.

To view printer supply status using the control panel:

1. At the control panel, press **Machine Status**, then touch the **Supplies** tab.
2. To view details about a specific cartridge, including the part number for reordering, touch **C**, **M**, **Y**, or **K**.
3. To return to the Supplies tab, touch **Close**.
4. To view more details, touch **Other Supplies**, then select an option.
5. To return to the Other Supplies screen, touch **Close**.
6. To return to the main screen, press **Services Home**.

Consumables

Consumables are printer supplies that get depleted during the operation of the printer. Consumable supplies for this printer are the Genuine Xerox® Toner Cartridges in Cyan, Magenta, Yellow, and Black.

Notes:

- Each consumable includes installation instructions.
- To ensure print quality, the toner cartridge has been designed to cease functioning at a predetermined point.

⚠ **CAUTION:** Use of toner other than genuine Xerox® Toner can affect print quality and printer reliability. Xerox® Toner is the only toner designed and manufactured under strict quality controls by Xerox for specific use with this printer.

Routine Maintenance Items

Routine maintenance items are printer parts that have a limited life and require periodic replacement. Replacements can be parts or kits. Routine maintenance items are typically customer replaceable.

Note: Each routine maintenance item includes installation instructions.

Routine maintenance items for this printer include the following:
- Imaging Unit
- Transfer Unit Kit
- Waste Cartridge
- Fuser
- Feed Roller Kit

Recycling Supplies

For more information on the Xerox® supplies recycling program, go to: www.xerox.com/gwa.

Toner Cartridges

This section includes:

General Precautions

⚠ **WARNINGS:**

- When replacing a toner cartridge, be careful not to spill the toner. If any toner spills, avoid contact with clothes, skin, eyes, and mouth. Do not inhale the toner dust.
- Keep toner cartridges out of the reach of children. If a child accidentally swallows toner, have the child spit out the toner, and rinse out their mouth with water. Consult a physician immediately.
- Use a damp cloth to wipe off spilled toner. Never use a vacuum cleaner to remove spills. Electric sparks inside the vacuum cleaner can cause a fire or explosion. If you spill a large volume of toner, contact your local Xerox representative.
- Never throw a toner cartridge into an open flame. Remaining toner in the cartridge can catch fire and cause burn injuries or an explosion.

⚠ **WARNING:** Do not remove the covers or guards that are fastened with screws. You cannot maintain or service any parts that are behind these covers and guards. Do not attempt any maintenance procedure that is not described in the documentation supplied with your printer.

- Do not open covers and doors during printing.
- Do not leave the covers and doors open for any length of time, especially in well-lit places. Light exposure can damage the drum cartridge.
- Do not place anything on top of the printer.
- Do not tilt the printer while it is in use.
- Do not touch the electrical contacts or gears. Doing so could damage the printer and cause the print quality to deteriorate.
- Ensure any parts removed during cleaning are replaced before you plug in the printer.

Replacing a Toner Cartridge

When a toner cartridge reaches its usable life span, the control panel displays a message. Job Tracker displays the toner status in the Printer Status window. When a toner cartridge is empty, the printer stops and displays messages on the control panel and in the Job Tracker Printer Status window.

Install only new cartridges in your printer. If a used toner cartridge is installed, then the toner remaining amount displayed could be inaccurate.

Note: Each toner cartridge includes installation instructions.

Moving the Printer

⚠ **WARNINGS:**

- To lift the printer, always use at least two people to grasp the hand holds on each side of the printer.
- To prevent dropping or tipping the printer, hold the printer between two people, with each person using one hand underneath to hold the printer and the other hand on top to stabilize it.
- If the optional 550-Sheet Feeder is installed, uninstall it before you move the printer. If the optional 550-Sheet Feeder is not fixed to the printer securely, it could fall to the ground and cause injury.
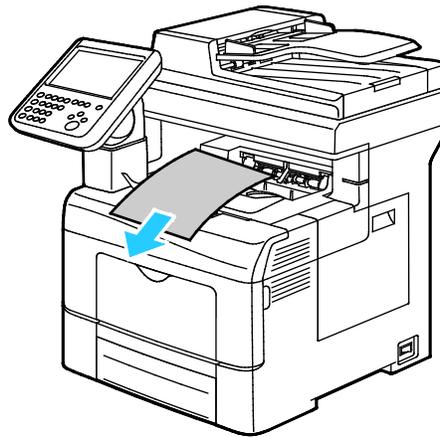
To move the printer:

1. Always turn off the printer and wait for the printer to shut down. For details, see Turning the Printer On and Off on page 39.
2. Disconnect the power cord and other cables from the back of the printer.

⚠ **WARNING:** To prevent electric shock, never touch the power plug with wet hands. When removing the power cord, ensure that you pull the plug and not the cord. Pulling the cord can damage it, which can lead to fire or electric shock.
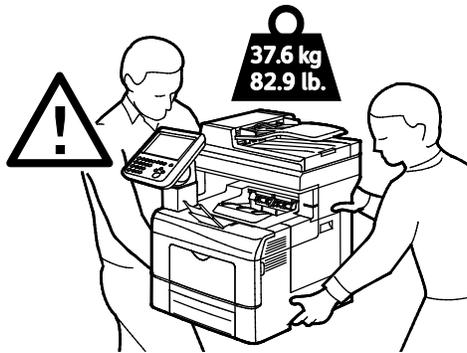
3. Remove any paper or other media from the output tray. If the output tray extension is extended, close it.

4. Remove the paper from the paper tray.

Keep the paper wrapped and away from humidity and dirt.
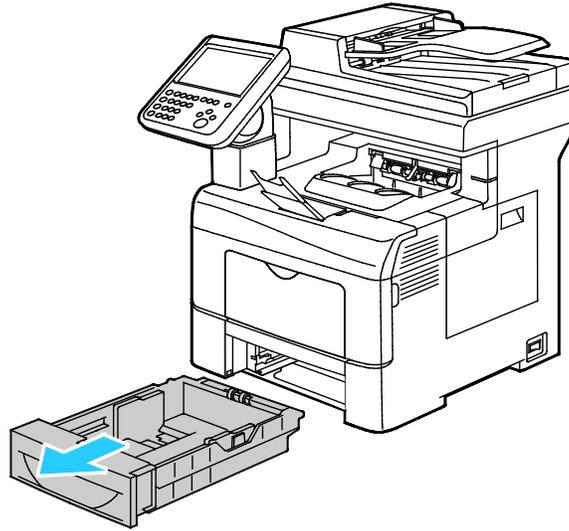
5. When lifting the printer, grasp the areas as shown.

Notes:

- When moving the printer, do not tilt it more than 10 degrees to the front, back, left, or right. Tilting the printer more than 10 degrees can cause toner spillage.
- When moving the printer over a long distance, remove the imaging units and toner cartridges to prevent toner from spilling. Repack the printer and its options using the original packing material and boxes or a Xerox Repackaging Kit. For a repacking kit and instructions, go to www.xerox.com/office/WC6655support.

⚠ **CAUTION:** Failure to repackage the printer properly for shipment can result in damage not covered by the Xerox® Warranty, Service Agreement, or Total Satisfaction Guarantee. The Xerox® Warranty, Service Agreement, or Total Satisfaction Guarantee do not cover damage to the printer caused by improper moving.

After moving the printer:
1. Reinstall any parts you removed.
2. Reconnect the printer to the cables and power cord.
3. Plug in and turn on the printer.

Troubleshooting

10

This chapter includes:

General Troubleshooting

This section includes:

This section contains procedures to help you locate and resolve problems. Resolve some problems by simply restarting the printer.

Printer Fails to Power On

Probable Causes	Solutions
One of the power switches is not turned on.	Turn on both power switches. For details, see Turning the Printer On and Off on page 39.
The power cord is not correctly plugged into the outlet.	Turn off the printer power switch, and plug the power cord securely into the outlet. For details, see Turning the Printer On and Off on page 39.
Something is wrong with the outlet connected to the printer.	• Plug another electrical appliance into the outlet and see if it operates properly. • Try a different outlet.
The printer is connected to an outlet with a voltage or frequency that does not match the printer specifications.	Use a power source with the specifications listed in the Electrical Specifications on page 232.

⚠️ **CAUTION:** Plug the three-wire cord with grounding prong directly into a grounded AC outlet.

Printer Resets or Turns Off Frequently

Probable Causes	Solutions
The power cord is not plugged into the outlet correctly.	Turn off the printer, confirm that the power cord is plugged in correctly to the printer and the outlet, then turn on the printer.
A system error occurred.	Turn off the printer, then turn it on again. Print the Error History from the Information Pages of the Printer Setting Utility. If the error persists, contact your Xerox representative.
The printer is connected to an uninterruptible power supply.	Turn off the printer, then connect the power cord to a suitable outlet.
The printer is connected to a power strip shared with other high-power devices.	Plug the printer directly into the outlet or into a power strip that is not shared with other high-power devices.

Printer Fails to Print

Probable Causes	Solutions
The printer has an error.	• To clear the error, follow the onscreen prompts. • Turn off the printer, then turn it on again. If the error persists, contact your Xerox representative.
The printer is out of paper.	Load paper into the tray.
A toner cartridge is empty.	Replace the empty toner cartridge.
The front door is open.	• Ensure that the toner cartridge and imaging unit are installed and fully seated. • Ensure that the door is closed completely. • Turn off the printer, then turn it on again. If the error persists, contact your Xerox representative.
The power cord is not correctly plugged into the outlet.	Turn off the printer, confirm that the power cord is plugged in correctly to the printer and the outlet, then turn on the printer. For details, see Turning the Printer On and Off on page 39. If the error persists, contact your Xerox representative.
The printer is busy.	• A previous print job could be the problem. On your computer, you can use the printer properties to delete all print jobs in the print queue. • Load the paper in the tray. • At the control panel, touch **Job Status**. If the print job does not appear check the Ethernet connection between the printer and the computer. • At the control panel, touch **Job Status**. If the print job does not appear, check the USB connection between the printer and the computer. Turn off the printer, then turn it on again.

Probable Causes	Solutions
The printer cable is disconnected.	• At the control panel, touch **Job Status**. If the print job does not appear check the Ethernet connection between the printer and the computer. • At the control panel, touch **Job Status**. If the print job does not appear, check the USB connection between the printer and the computer. Turn off the printer, then turn it on again.

Printing Takes Too Long

Probable Causes	Solutions
The printer is set to a slower printing mode. For example, the printer could be set to print on Heavyweight paper.	It takes more time to print on certain types of special paper. Ensure that the paper type is set properly in the driver and at the printer control panel. For details, see Print Speed on page 233.
The printer is in Power Saver mode.	It takes time for printing to start when the printer is coming out of Power Saver mode.
The way the printer was installed on the network could be an issue.	Determine if a print spooler or a computer sharing the printer is buffering all print jobs and then spooling them to the printer. Spooling can slow print speeds. To test the speed of the printer, print some information pages such as the Office Demo Page. If the page prints at the rated speed of the printer, you could have a network or printer installation issue. For additional help, contact the system administrator.
The job is complex.	Wait. No action needed.
The print-quality mode in the driver is set to Enhanced.	Change the print-quality mode in the print driver to Standard.

Document Prints From Wrong Tray

Probable Causes	Solutions
Application and print driver have conflicting tray selections.	1. Check the tray selected in the print driver. 2. Go to the page setup or printer settings of the application from which you are printing. 3. Set the paper source to match the tray selected in the print driver or set the paper source to Automatically Select. Note: To have the print driver select the tray, set the tray used as the paper source to Auto Selection Enabled.

Automatic 2-Sided Printing Problems

Probable Causes	Solutions
Unsupported or incorrect paper.	Ensure that you are using a supported paper size and weight for 2-sided printing. Envelopes and labels cannot be used for 2-sided printing. For details, see Supported Standard Types and Weights for Automatic 2-Sided Printing on page 55 and Supported Standard Paper Sizes for Automatic 2-Sided Printing on page 54.
Incorrect setting.	In the print driver Properties, select **2-Sided Print** on the Paper/Output tab.

Printer Makes Unusual Noises

Probable Causes	Solutions
There is an obstruction or debris inside the printer.	Turn off the printer and remove the obstruction or debris. If you cannot remove it, contact your Xerox representative.

Paper Tray Fails to Close

Probable Causes	Solutions
The paper tray does not close fully.	• The paper tray lift plate is not locked down. Push down on the paper stack at the back of the tray until it locks down. • If the tray is extended for legal size paper, the tray protrudes when it is inserted into the printer. • Some debris or an object is blocking the tray. • Adjust the paper guides in the tray to match the size of the paper.

Condensation Has Formed Inside the Printer

Moisture can condense inside a printer where the humidity is above 85 % or when a cold printer is located in a warm room. Condensation can form in a printer after it has been sitting in a cold room that is heated quickly.

| Probable Causes	Solutions
The printer has been sitting in a cold room.	• Allow the printer to acclimate for several hours before operation. • Allow the printer to operate for several hours at room temperature.
The relative humidity of the room is too high.	• Reduce the humidity in the room. • Move the printer to a location where the temperature and relative humidity are within the operating specifications.

Paper Jams

This section includes:

Locating Paper Jams

⚠ **WARNING:** Never touch a labeled area on or near the heat roller in the fuser. You can get burned. If a sheet of paper is wrapped around the heat roller, do not try to remove it immediately. Switch off the printer immediately and wait 40 minutes for the fuser to cool. Try to remove the jam after the printer has cooled. If the error persists, contact your Xerox representative.

⚠ **CAUTION:** Do not attempt to clear any paper jams using tools or instruments. This can permanently damage the printer.

The following illustration shows where paper jams can occur along the paper path:
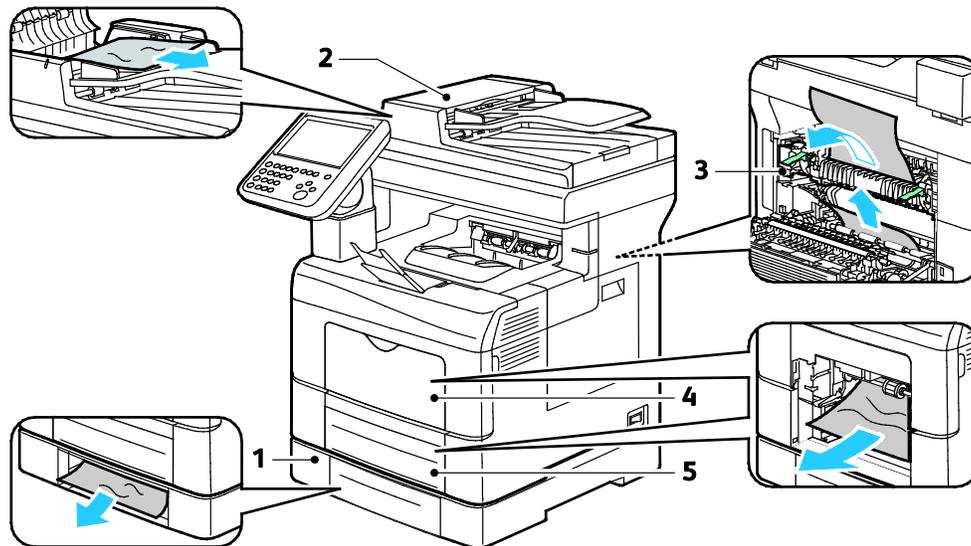
1. Optional Tray
2. Duplex Automatic Document Feeder
3. Fuser
4. Bypass Tray
5. Tray 1

Minimizing Paper Jams

The printer is designed to function with minimal paper jams using Xerox supported paper. Other paper types can cause jams. If supported paper is jamming frequently in one area, clean that area of the paper path.

The following can cause paper jams:

- Selecting the incorrect paper type in the print driver.
- Using damaged paper.
- Using unsupported paper.
- Loading paper incorrectly.
- Overfilling the tray.
- Adjusting the paper guides improperly.

Most jams can be prevented by following a simple set of rules:

- Use only supported paper. For details, see Supported Paper on page 52.
- Follow proper paper handling and loading techniques.
- Always use clean, undamaged paper.
- Avoid paper that is curled, torn, moist, creased, or folded.
- To separate the sheets before loading into the tray, fan the paper.
- Observe the paper tray fill line; never overfill the tray.
- Adjust the paper guides in all trays after inserting the paper. A guide that is not properly adjusted can cause poor print quality, misfeeds, skewed prints, and printer damage.
- After loading the trays, select the correct paper type and size on the control panel.
- When printing, select the correct type and size in the print driver.
- Store paper in a dry location.
- Do not open sealed packages of paper until you are ready to load them into the printer.
- Leave stored paper in the original packaging. The paper wrapper protects the paper from moisture loss or gain.

Avoid the following:

- Polyester coated paper that is specially designed for inkjet printers.
- Paper that is folded, wrinkled, or excessively curled.
- Loading more than one type, size, or weight of paper in a tray at the same time.
- Overfilling the trays.
- Allowing the output tray to overfill.

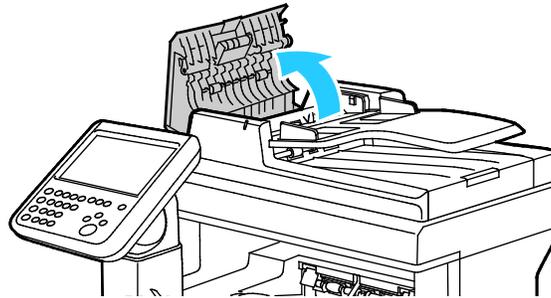For a detailed list of supported paper, go to www.xerox.com/paper.

Clearing Paper Jams

This section includes:

Clearing Paper Jams from the Duplex Automatic Document Feeder

1. Remove the remaining paper from the duplex automatic document feeder.
2. Open the duplex automatic document feeder top cover.

3. If the paper is jammed in the exit of the duplex automatic document feeder, pull it out as illustrated.
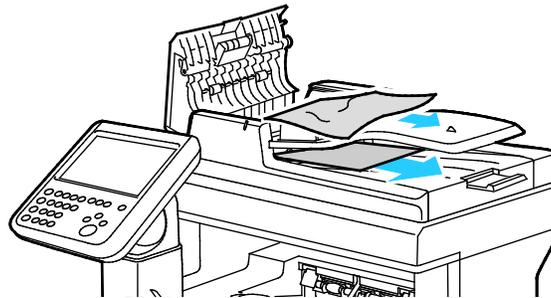
4. To reset the interlock switch and clear the paper jam message, open and close the back door.
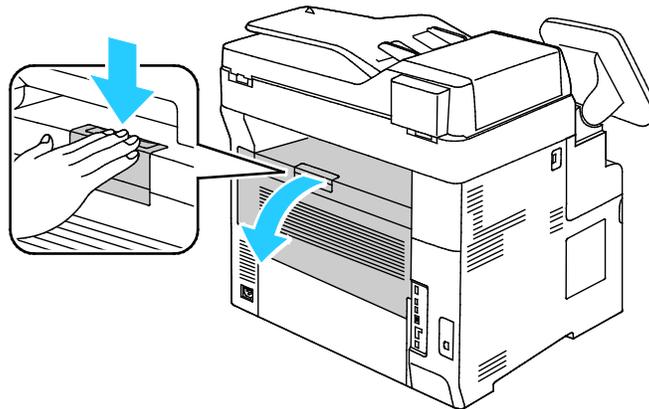
5. Reload the document in the duplex automatic document feeder, then adjust the guides against the edges of the paper.
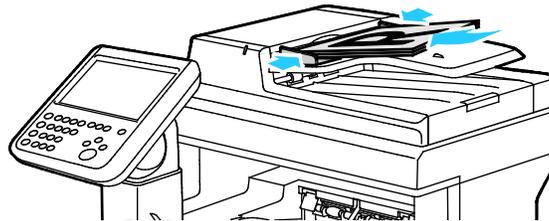
Clearing Paper Jams from the Bypass Tray

To resolve the error displayed on the control panel you must clear all paper from the paper path.

1. Remove any paper from the bypass tray.
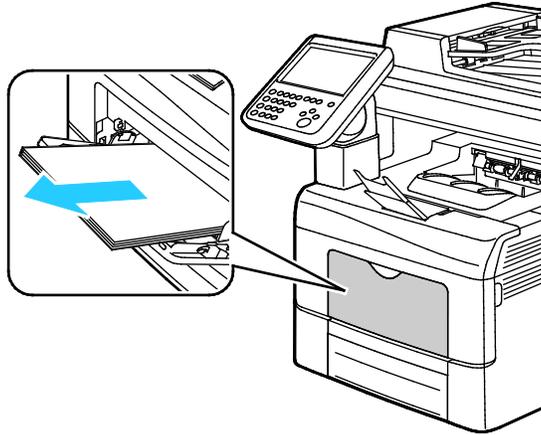
2. Grasp both sides of the bypass tray, then pull it straight out of the printer.

3. Pull out the tray until it stops.
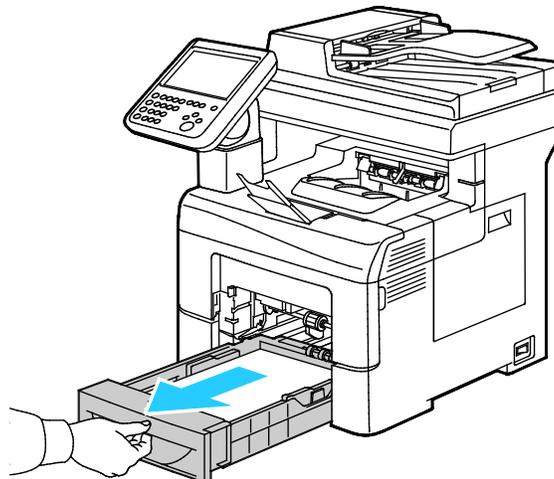
4. To remove the tray, lift the front of it slightly, then pull it out of the printer.
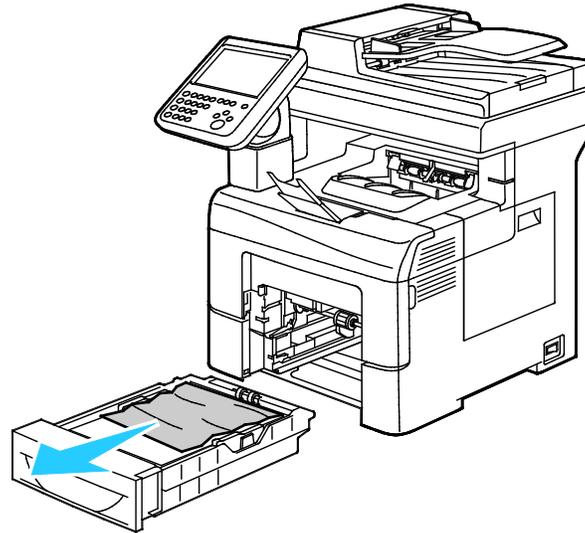
5. Remove the jammed paper.
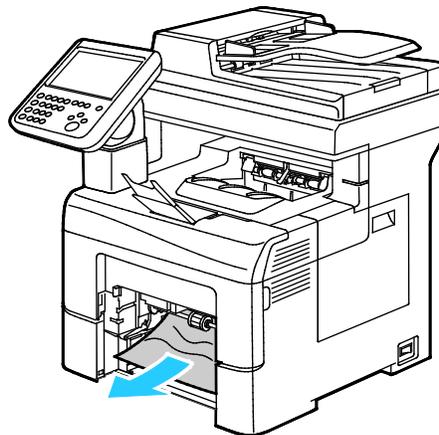
6. To reset the interlock switch and clear the paper jam message, open and close the back door.
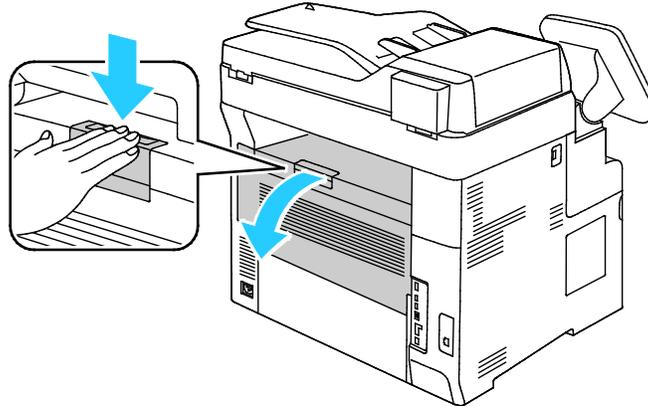
7.   Insert tray 1 into the printer, then push it in all the way.
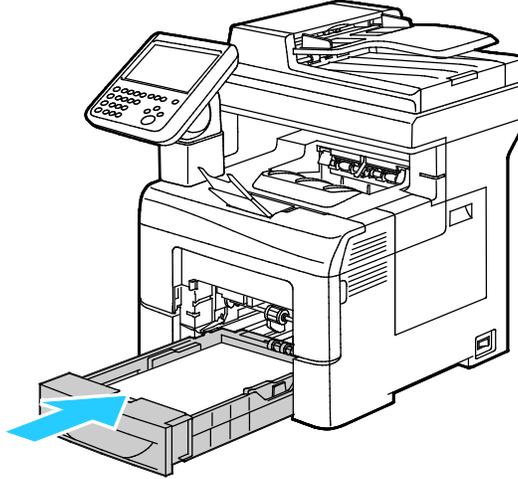
Note: If the tray is extended for legal size paper, the tray protrudes when it is inserted into the printer.

8.   Insert the bypass tray back into the printer. Push the tray in all the way.
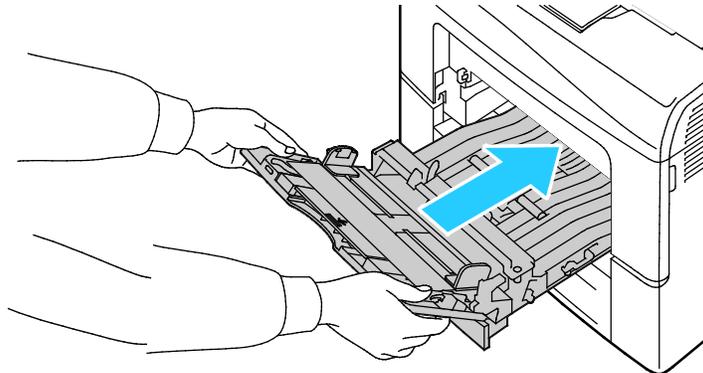
9.   If the control panel prompts you, on the screen, verify the paper size and type.
     a.   Touch **Size**, then, for a standard paper size, touch an option.
     b.   Touch **Type**, then, for the paper type, touch an option.
10. Touch **OK**.

Clearing Paper Jams from the Tray 2 Area

To resolve the error displayed on the control panel you must clear all paper from the paper path.

1. Pull out tray 2 until it stops.
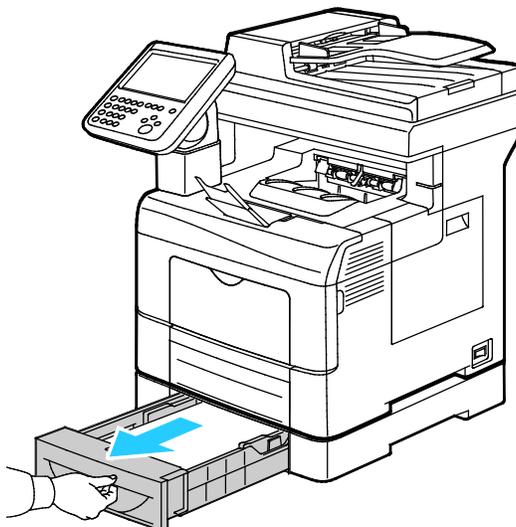
2. To remove the tray, lift the front of it slightly, then pull it out of the printer.
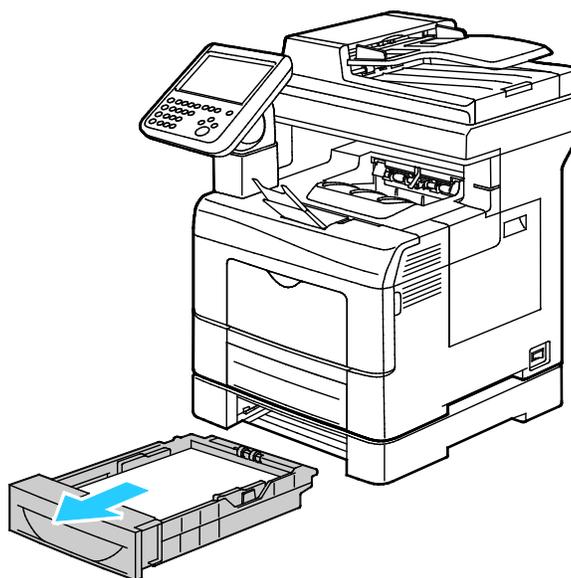
3. Remove any paper jammed at the front of the printer.

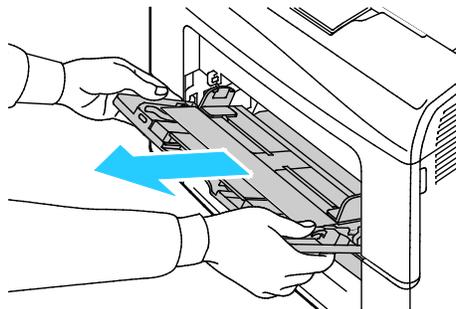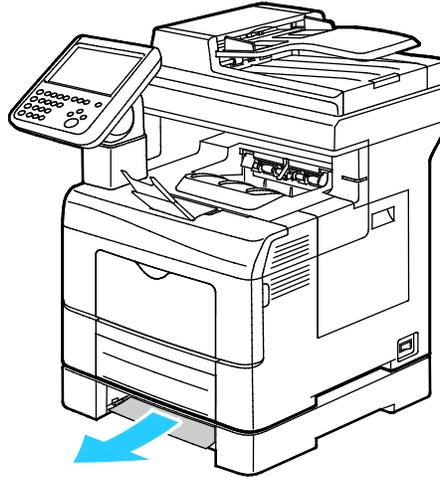4. To reset the interlock switch and clear the paper jam message, open and close the back door.
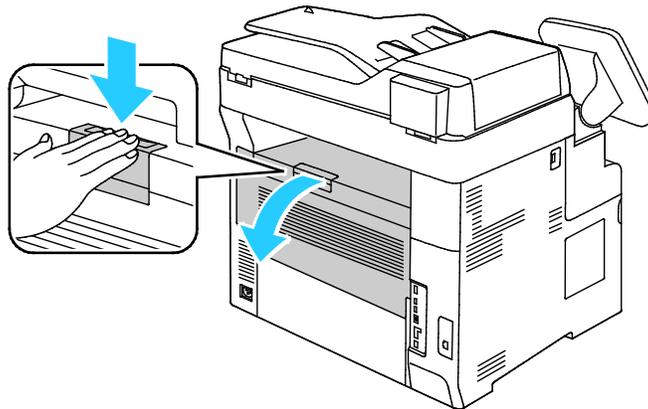
5. Insert tray 2 into the printer, then push it all the way in.
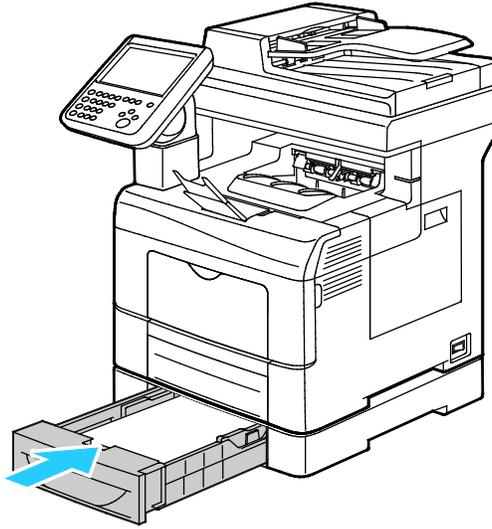
Note: If the tray is extended for legal size paper, the tray protrudes when it is inserted into the printer.

6. If the control panel prompts you, on the screen, verify the paper size and type.
   a. Touch **Size**, then, for a standard paper size, touch an option.
   b. Touch **Type**, then, for the paper type, touch an option.
   c. Touch **OK**.

Clearing Paper Jams from the Fuser Area

1. Push down on the rear door release and pull open the door.
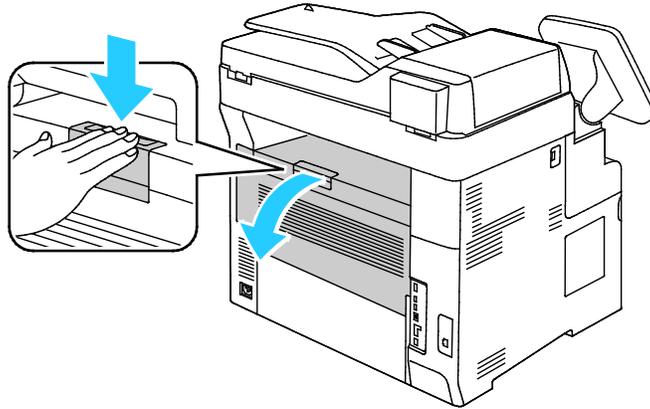
2. If paper is jammed in the fuser, raise both green levers to open the fuser.
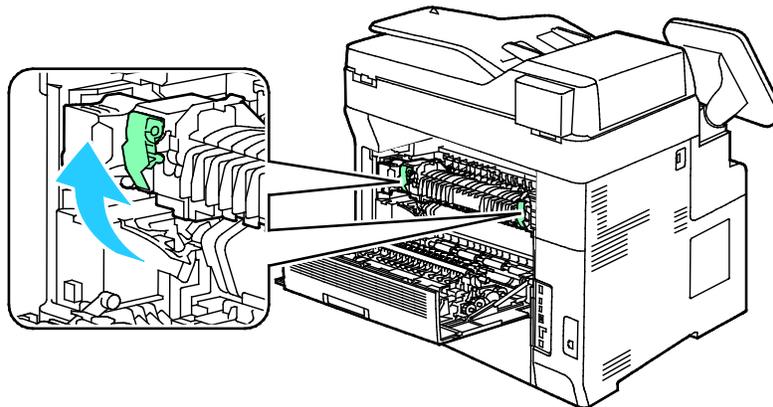
3. To open the paper guide, raise the green handle.
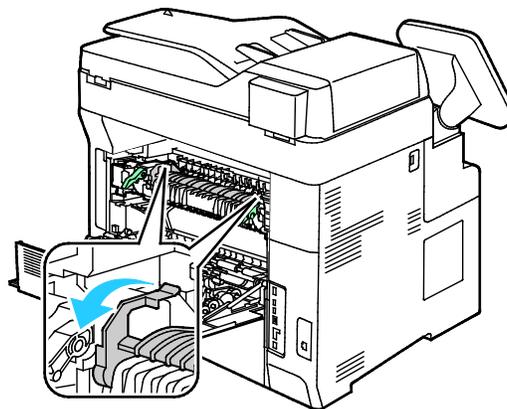
4. Remove any jammed paper from the back of the printer.
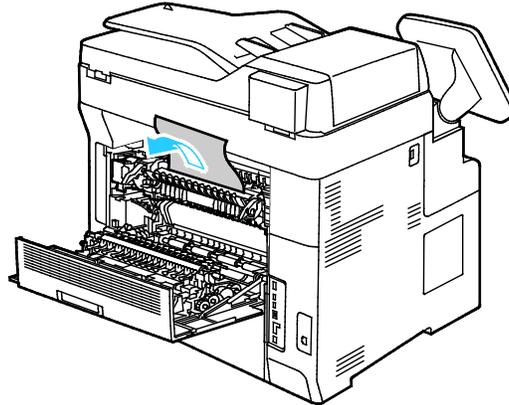
5. Close the paper guide on the fuser.
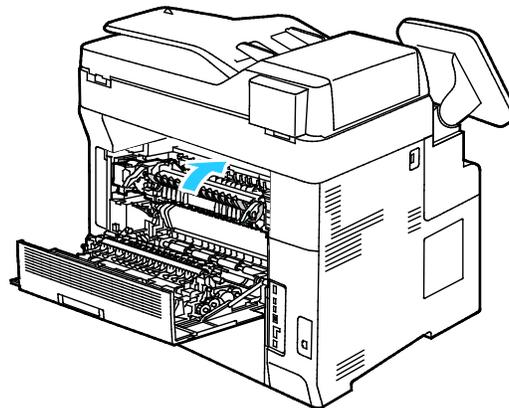
6. Lower the levers to their original position.
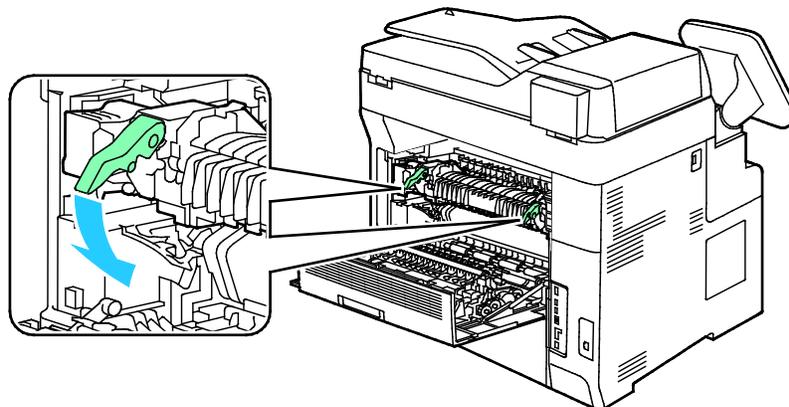
7. Remove any jammed paper from the back of the printer.
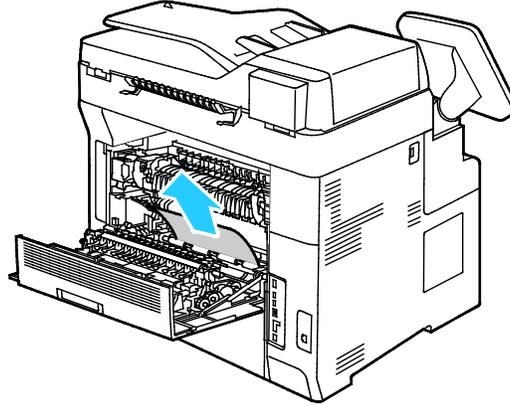
8. Close the rear door.
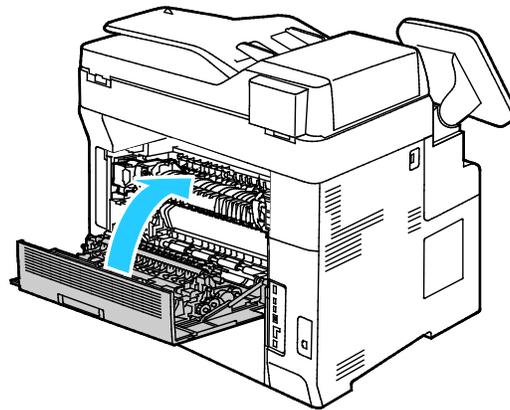
Troubleshooting Paper Jams

This section includes:

Multiple Sheets Pulled Together

Probable Causes	Solutions
The paper tray is too full.	Remove some of the paper. Do not load paper past the fill line.
The edges of the paper are not even.	Remove the paper, align the edges, and then reload it.
The paper is moist from humidity.	Remove the paper from the tray, then replace it with new dry paper.
Too much static electricity is present.	Try a new ream of paper.
Unsupported paper is in the tray.	Use only Xerox approved paper. For details, see Supported Paper on page 52.
Humidity is too high for coated paper.	• Feed paper one sheet at a time. • Fan paper before loading it in the paper tray.

Paper Misfeeds

Probable Causes	Solutions
The paper is not correctly positioned in the tray.	• Remove the misfed paper and reposition it properly in the tray. • Adjust the paper guides in the tray to match the size of the paper.
The paper tray is too full.	Remove some of the paper. Do not load paper past the fill line.
The paper guides are not correctly adjusted to the paper size.	Adjust the paper guides in the tray to match the size of the paper.
The tray contains warped or wrinkled paper.	Remove the paper, smooth it out, and reload it. If it still misfeeds, do not use that paper.
The paper is moist from humidity.	Remove the moist paper and replace it with new, dry paper.
Using paper of the wrong size, thickness, or type.	Use only Xerox approved paper. For details, see Supported Paper on page 52.

Label and Envelope Misfeeds

Probable Causes	Solutions
The label sheet is facing the wrong way in the tray.	- Load label sheets according to the instructions from the manufacturer. - Load labels in the tray, face up. For details, see Labels.
Labels are missing, curled, or pulled away from the backing sheet.	Do not use any sheet where labels are missing, curled, or pulled away from the backing sheet.
Envelopes are loaded incorrectly.	Load envelopes in the bypass tray only. For details, see Loading Envelopes in the Bypass Tray on page 63.
Envelopes are wrinkling.	- The heat and pressure of the laser printing process can cause wrinkling. - Use supported envelopes. For details, see Guidelines for Printing Envelopes on page 62.

Paper Jam Message Stays On

Probable Causes	Solutions
Some paper remains jammed in the printer.	Recheck the media path and ensure that you have removed all of the jammed paper.
One of the printer doors is open.	Check the doors on the printer and close any door that is open.
The rear door interlock switch is not reset.	To reset the interlock switch and clear the paper jam message, open and close the back door.

Note: Check for, and remove, torn pieces of paper in the paper path.

Jams During Automatic 2-Sided Printing

Probable Causes	Solutions
Using paper of the wrong size, thickness, or type.	Use paper of the correct size, thickness, or type. For details, see Supported Paper Sizes for Automatic 2-Sided Printing on page 54.
Paper is loaded in the wrong tray.	The paper must be loaded in the correct tray. For details, see Supported Paper on page 52.
Tray is loaded with mixed paper.	Load the tray with only one type and size of paper.

Print-Quality Problems

This section includes:

Your printer is designed to produce consistently high-quality prints. If you observe print-quality problems, use the information in this section to troubleshoot the problem. For more information, go to www.xerox.com/office/WC6655support.

⚠ **CAUTION:** The Xerox Warranty, Service Agreement, or Xerox Total Satisfaction Guarantee does not cover damage caused by using unsupported paper or specialty media. The Xerox Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Please contact your local representative for details.

Note: To ensure consistent print quality, the toner cartridges and imaging units for many models of equipment are designed to cease functioning at a predetermined point.

Controlling Print Quality

Various factors can affect the quality of the output of your printer. For consistent and optimum print quality, use paper designed for your printer and set the paper type correctly. Follow the guidelines in this section to maintain optimum print quality from your printer.

Temperature and humidity affect the quality of the printed output. The guaranteed range for optimal print quality is: 15–28°C (59–82°F) and 20–70 % relative humidity.

Paper and Media

Your printer is designed to use various paper and other media types. Follow the guidelines in this section for the best print quality and to avoid jams:

- Use only Xerox approved paper. For details, see Supported Paper on page 52.

- Use only dry, undamaged paper.

⚠ **CAUTION:** Some paper and other media types can cause poor output quality, increased paper jams, or damage your printer. Do not use the following:

- Rough or porous paper
- Inkjet paper
- Non-laser glossy or coated paper
- Paper that has been photocopied
- Paper that has been folded or wrinkled
- Paper with cutouts or perforations
- Stapled paper
- Envelopes with windows, metal clasps, side seams, or adhesives with release strips
- Padded envelopes
- Plastic media

- Ensure the paper type selected in your print driver matches the paper type on which you are printing.

- If you have the same size paper loaded in more than one tray, ensure that the proper tray is selected in the print driver.

- Store your paper and other media properly for optimum print quality. For details, see Paper Storage Guidelines on page 53.

Solving Print-Quality Problems

When the print quality is poor, select the closest symptom from the following table and see the corresponding solution to correct the problem. You can also print a Demo Page to more precisely determine the print-quality problem. For details, see Information Pages on page 25.

If the print quality does not improve after carrying out the appropriate action, contact your Xerox representative.

Notes:

- To enhance print quality, toner cartridges for many models of equipment have been designed to cease functioning at a predetermined point.

- Grayscale images printed with the composite black setting increment the color pages counter, because color consumables are used. Composite black is the default setting on most printers.

Symptom	Cause	Solution
Faded printouts with multiple colors faded	The paper type is heavier or thicker than the paper type selection.	Adjust the paper type settings.
	The paper being used is outside the recommended specification range.	Replace the paper with a recommended size and type, and confirm that your control panel and print driver settings are correct. For details, see Supported Paper on page 52.
	The toner cartridges are not Xerox® toner cartridges.	Replace the toner cartridges with genuine Xerox® toner cartridges. It can take several prints before full quality is restored.
	The bias transfer roller voltage is insufficient for the paper type.	Verify that the paper loaded in the tray matches the paper type selected at the control panel and in the print driver.
	The settings in the application or print driver are incorrect.	Print the Graphics Demo Page. If the Demo Page looks correct, the printer is printing properly. Your application or incorrect settings in the print driver are probably causing the print-quality problems.
	The paper is damp.	Replace the paper.
		Note: Store your paper and other media properly for optimum print quality. For details, see Paper Storage Guidelines on page 53.
Only one color is faded	The toner cartridges are not Xerox® toner cartridges.	Replace the toner cartridges with genuine Xerox® toner cartridges. It can take several prints before full quality is restored.
	The imaging unit is defective.	If the defect occurs in one color only, replace the corresponding imaging unit.
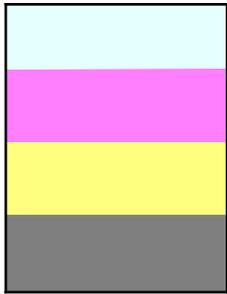
Symptom	Cause	Solution
Copy colors are the wrong color	The color balance is not adjusted properly.	Adjust the color balance. 1. At the printer control panel, press the **Machine Status** button. 2. Touch **Tools>Service Settings**. 3. Touch **Feature Defaults>Image Quality>Color Balance**. 4. Select a color, then adjust the highlights, midtones, and shadows. 5. Touch **Save**. 6. Touch **Save Defaults**. 7. To return to the Services Home menu, press the **Services Home** button.
Stray black dots, white areas, or dropouts	The paper is outside the recommended specification range.	Replace the paper with a recommended size and type, and confirm that your control panel and print driver settings are correct. For details, see Supported Paper on page 52.
	The toner cartridges are not Xerox® toner cartridges.	Replace the toner cartridges with genuine Xerox® toner cartridges. For details, see Consumables on page 185.
	There is debris on the transfer roller.	Wipe the transfer roller with a clean, lint-free cloth moistened with water. Note: Do not touch the transfer roller or the exposed end of the transfer belt.
• Vertical black or color streaks or multiple colored streaks or lines • Streaks in one color only	The toner cartridges are not Xerox® toner cartridges.	Replace the toner cartridges with genuine Xerox® toner cartridges. For details, see Consumables on page 185.

Symptom	Cause	Solution
	The imaging unit is defective.	If the defect occurs in one color only, replace the corresponding imaging unit.
	Debris in the printer is dragging against the toner before the toner is fused.	Remove any paper or debris from the paper path.
Streaks in multiple colors	There is debris in the transfer belt unit.	Inspect and clean or replace the transfer belt unit.
Offset image	Image is printed a second time.	• Verify that the paper you are using is the correct type for the printer and is loaded properly. For details, see Supported Paper on page 52. • Verify that the paper loaded in the tray matches the paper type selected at the control panel and in the print driver. To verify paper type at the control panel, press **Machine Status**, then touch **Machine Information>Paper Tray Status**. Note: If the problem continues, select the next lighter paper type. • For uncoated paper, the papers from lightest to heaviest are Plain, Lightweight Cardstock, and Cardstock. • For coated paper, the papers from lighter to heavier are Lightweight Glossy Cardstock and Glossy Cardstock.
Colors align incorrectly	Color has shifted outside the designated area.	To initiate the color registration cycle, open and close the rear door.

Symptom	Cause	Solution
White lines or streaks running through one color only	Something is blocking the lens for the affected color.	Clean the lens for the affected color.
	The toner cartridges are not Xerox® toner cartridges.	Replace the toner cartridges with genuine Xerox® toner cartridges. For details, see Consumables on page 185.
	The toner was stored in a high temperature area.	Replace the toner cartridge.
White line or lines running through all colors	Paper or debris is dragging against the bottom of the transfer belt unit.	• Remove any paper or debris from the paper path. • Replace the transfer belt unit. • For assistance, go to the Xerox® Support website at www.xerox.com/office/WC6655support.
Slanted printing	The paper guides are not set correctly.	Reset the paper tray guides. For details, see Loading Paper on page 56.
Incomplete fusing	Toner appears to be missing from the print or is easy to rub off.	• Verify that the paper you are using is the correct type for the printer and is loaded properly. • Verify that the paper loaded in the tray matches the paper type selected at the control panel and in the print driver. • Set the paper type to one type heavier.
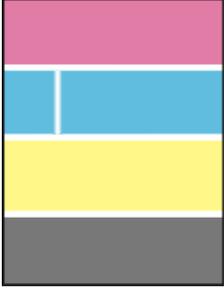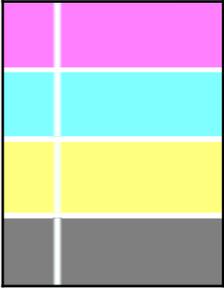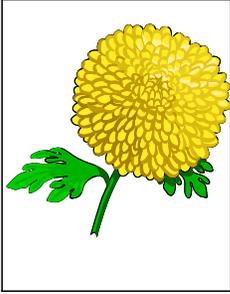
Symptom	Cause	Solution
		To verify paper type at the control panel, press **Machine Status**, then touch **Machine Information>Paper Tray Status**. For more information about paper weights, see the Offset image section of this table.
Partial blanks, creased paper, or blotted printing 	The paper is damp.	Replace the paper.
	The paper is outside the recommended specification range.	Replace the paper with a recommended size and type, and confirm that your control panel and print driver settings are correct. For details, see Supported Paper on page 52.
	Condensation inside the printer causes partial blanks or creased paper.	Turn on the printer and leave it on for at least one hour remove the condensation. For assistance, go to the Xerox® Support website at www.xerox.com/office/WC6655support.
	The toner cartridges are not Xerox® toner cartridges.	Replace the toner cartridges with genuine Xerox® toner cartridges. For details, see Consumables on page 185.
	The paper is impeded in the paper path.	• Remove any paper or debris from the paper path. • Ensure that the paper trays are closed. • Ensure that the rear cover is closed and locked.
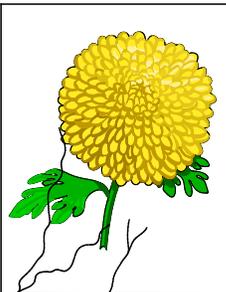
Copy and Scan Problems

If the copy or scan quality is poor, refer to the following table.

Symptoms	Solutions
Lines or streaks present in copies only made from the document feeder.	There is debris on the document glass. When scanning, the paper from the document feeder passes over the debris creating lines or streaks. Clean all glass surfaces with a lint-free cloth.
Spots present in copies taken from the document glass.	There is debris on the document glass. When scanning, the debris creates a spot on the image. Clean all glass surfaces with a lint-free cloth.
The reverse side of the original is showing on the copy or scan.	Turn on Background Suppression.
Image is too light or too dark.	• Copy: To lighten, darken, or adjust contrast, use the Image Quality settings. • Scan: To lighten, darken, or adjust contrast, use the Advanced Settings Tab.

If the problem persists, for online support information, go to www.xerox.com/office/WC6655support.

Fax Problems

This section includes:

Note: If you cannot send and receive faxes, make sure that you are connected to an approved analog telephone line. The fax cannot send or receive when connected to a digital phone line.

If you cannot send or receive faxes correctly, refer to the following tables.

Problems Sending Faxes

Symptoms	Causes	Solutions
The document is not scanned using the document feeder.	The document is too thick, too thin, or too small.	Use the document glass to send the fax.
The document is scanned at an angle.	The document feeder guides are not adjusted to the width of the document.	Adjust the document feeder guides to fit the width of the document.
The fax received by the recipient is blurry.	The document is incorrectly positioned.	Position the document correctly.
	The document glass is dirty.	Clean the document glass.
	The text in the document is too light.	Adjust the resolution. Adjust the contrast.
	There is a problem with the telephone connection.	Verify that the telephone line is working, then send the fax again.
	There is a problem with the fax machine of the caller.	Make a copy to verify that your printer is operating correctly. If the copy was printed correctly, have the recipient verify the condition of their fax machine.
The fax received by the recipient is blank.	The document was loaded incorrectly.	• Document feeder: Place the original document face up. • Document glass: Place the original document face down.
Fax was not transmitted.	The fax number is wrong.	Verify the fax number.
	The telephone line is incorrectly connected.	Verify the telephone line connection. If it is disconnected, connect it.
	There is a problem with the fax machine of the recipient.	Contact the recipient.
	The fax is not installed or is not enabled.	Verify that the fax is installed and enabled.
	Server Fax is enabled.	Make sure that Server Fax is disabled.

If the problem persists, for online support information, go to www.xerox.com/office/WC6655support.

Problems Receiving Faxes

Symptoms	Causes	Solutions
The received fax is blank.	There is a problem with the telephone connection or with the fax machine of the caller.	Verify that the printer can make clean copies. If it can, have the caller send the fax again.
	The sender loaded the pages incorrectly.	Contact the sender.
The printer answers the call, but does not accept incoming data.	Not enough memory.	If the job contains several graphics, the printer could not have enough memory. The printer does not answer when memory is low. Delete stored documents and jobs then wait for the existing job to complete. This increases available memory.
The received fax size is reduced.	The paper supply in the printer does not match the document size sent.	Confirm the original size of the documents. Documents could be reduced based on the available paper supply in the printer.
Faxes cannot be received automatically.	The printer is set to receive faxes manually.	Set the printer to automatic reception.
	The memory is full.	Load paper if it is empty, and then print the faxes stored in the memory.
	The telephone line is incorrectly connected.	Verify the telephone line connection. If it is disconnected, connect it.
	There is a problem with the fax machine of the sender.	Make a copy to verify that your printer is operating correctly. If the copy prints correctly, have the recipient verify their fax machine is operating correctly.

If the problem persists, for online support information, go to www.xerox.com/office/WC6655support.

Selecting the Starting Rate

Select the highest starting rate unless the destination for the fax you are sending has special requirements.

To select the transmission speed for a fax:

1. Press the **Services Home** button, then touch **Fax**.
2. Touch the **Fax Options** tab, then touch **Starting Rate**.
3. Touch an option.
4. Touch **OK**.

   Note: Some telephone networks can require you to set the fax starting rate to Forced (4800 bps). The slower data rate ensures a more reliable transmission of data.

Getting Help

This section includes:

Your printer comes with utilities and resources to help you troubleshoot printing problems.

Control Panel Messages

The printer control panel provides information and troubleshooting help. When a fault or warning condition occurs, the control panel displays a message informing you of the problem. For many status and warning messages, the control panel Information provides additional information.

Control Panel Help

When a fault occurs that stops the printing operation, such as a paper jam, a message appears on the screen. A graphical illustration appears to indicate the location of the fault with a brief explanation of the action to take to clear the fault. The illustration changes to indicate multiple locations and actions to take.

Viewing Warning Messages on the Control Panel

When a warning condition occurs, a message appears on the control panel to inform you of the problem. Warning messages inform you about printer conditions, such as low supplies or open doors, that require your attention. If more than one warning condition occurs, only one is displayed on the control panel.

Viewing Current Faults on the Control Panel

When a fault condition occurs, a message appears on the control panel to inform you of the problem. Fault messages warn you about printer conditions that prevent the printer from printing or degrade printing performance. If more than one fault occurs, only one is displayed on the control panel.

Viewing Job Status on the Control Panel

To view current or saved jobs on the control panel:

1. At the control panel, press the **Job Status** button.
2. To view a list of active jobs, touch **Active Jobs**.
3. To view a list of completed jobs, touch **Completed Jobs**.
4. To view a list of secure prints, touch **Secure Print Jobs**.
5. To view a list of secure faxes received, touch **Secure Fax Receive**.

Using the Integrated Troubleshooting Tools

Your printer has a printable set of reports. Two of them, the Demo Page and the Error History report, can help with troubleshooting certain problems. The Demo Page prints an image using many colors to show the current ability of the printer to print. The Error History report prints information on the most recent printer errors.

Starting a Customer Self-Help Session

If your printer displays an error message that you cannot clear, you can connect the printer remotely to a Xerox troubleshooting server. The troubleshooting server analyzes diagnostic information from your printer and provides you with helpful solutions.

To start a remote troubleshooting session:

1. In your open application, select **File>Print>Printer Properties**.
2. Click **More Status**.
3. In the Customer Self-Help window, click **Troubleshooting**.
4. Follow the directions provided.
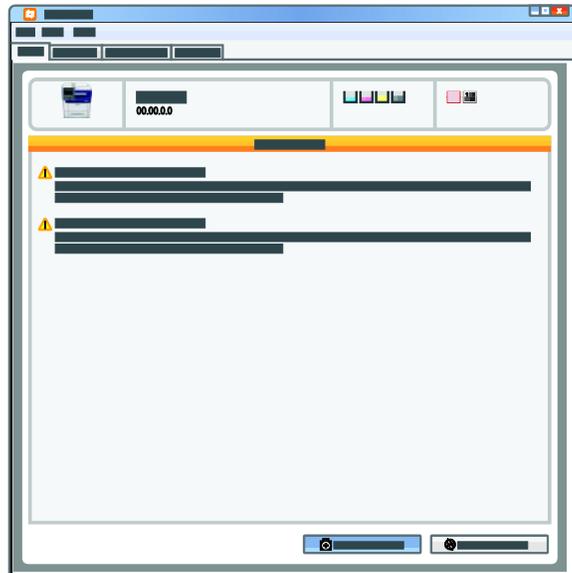
Printing Reports

1. At the printer control panel, press the **Machine Status** button.
2. Touch **Information Pages**.
3. Use the arrows to navigate, then select a report.
4. Touch **Print**.

Online Support Assistant

The Online Support Assistant is a knowledge base that provides instructions and troubleshooting help to solve your printer problems. You can find solutions for print-quality problems, paper jams, software installation issues, and more.

To access the Online Support Assistant, go to www.xerox.com/office/WC6655support.

More Information

You can obtain more information about your printer from these sources:

Resource	Location
Installation Guide	Packaged with the printer.
Other documentation for your printer	www.xerox.com/office/WC6655docs
Recommended Media List	United States: www.xerox.com/paper European Union: www.xerox.com/europaper
Technical support information for your printer; including online technical support, Online Support Assistant, and driver downloads.	www.xerox.com/office/WC6655support
Information Pages	Print from the control panel, or from CentreWare Internet Services, click **Status** > **Information Pages**.
CentreWare Internet Services documentation	In CentreWare Internet Services, click **Help**.
Order supplies for your printer	www.xerox.com/office/WC6655supplies
A resource for tools and information, including interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs.	www.xerox.com/office/businessresourcecenter
Local sales and support center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Xerox® Direct online store	www.direct.xerox.com/

Specifications

A

This appendix includes:

Printer Configurations and Options

Available Configuration

Network printer with copy, automatic 2-sided printing, scan, and fax functions, and USB or network connectivity.

Standard Features

The printer provides the following features:

Print speed	Standard mode: Up to 36 ppm for Letter and 35 ppm for A4
2-Sided print speed	Standard mode: Up to 24 ppm for Letter and 23 ppm for A4.
Functions	Copy, scan, print, and fax Note: Not all options listed are supported on all printers. Some options apply only to a specific printer model, configuration, operating system, or driver type.
Standard memory	• 4 GB Device Memory • Internal 160 GB hard drive
Print resolution	• Standard print-quality mode: 600 x 600 dpi • High-Resolution print-quality mode: 2400 x 600 dpi
2-Sided Printing	Up to 163 g/m² from any tray
Maximum print size	Legal (216 x 356 mm, 8.5 x 14 in.)
Paper capacity	• Bypass Tray: 150 sheets • Tray 1: 550 sheets • Optional 550-Sheet Feeder
Copy speed	• 1-sided copy: 36 cpm • 2-sided copy: 24 cpm
Copy resolution	600 x 600 dpi
Maximum copy size	Legal (216 x 356 mm, 8.5 x 14 in.)
Document feeder	Duplex Automatic Document Feeder
Document feeder capacity	60 sheets
Scan resolution	• Optical: 600 x 600 dpi • TWAIN: Up to 9600 dpi interpolated • WIA: Up to 600 dpi
Maximum scan size	• Document Glass: 215.9 x 355.6 mm (8.5 x 14 in.) • Duplex Automatic Document Feeder: 215.9 x 355.6 mm (8.5 x 14 in.)

Supported scanning	• Scan to SMB
	• Scan to FTP
	• Scan to Email
	• Scan to USB
	• Scan to Computer (USB)
	• WSD Scan
File formats	• JPEG
	• TIFF
	• PDF
Control panel	7.0-inch LCD touch screen and keypad navigation
Connectivity	• Universal Serial Bus (USB 2.0)
	• USB Flash drive
	• Ethernet 10/100/1000Base-T
Remote access	CentreWare Internet Services

Options and Upgrades

- Wireless network adapter
- 550-Sheet Feeder

  Note: You can install a maximum of one optional tray on this printer.

- Printer Stand

Physical Specifications

Weights and Dimensions

	Standard Configuration	Standard Configuration with Optional 550-Sheet Feeder
Width	53.8 cm (21.2 in.)	53.8 cm (21.2 in.)
Depth	55.3 cm (21.8 in.)	55.3 cm (21.8 in.)
Height	62.5 cm (24.6 in.)	76.3 cm (30.0 in.)
Weight	37.6 kg (82.9 lb.)	43.9 kg (96.8 lb.)

Standard Configuration Physical Specifications
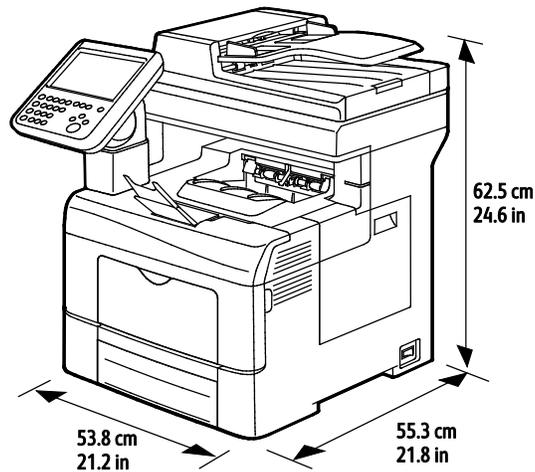
Physical Specifications with Optional 550-Sheet Feeder

76.3 cm
30.0 in

53.8 cm
21.2 in

55.3 cm
21.8 in

Clearance Requirements

20.0 cm
7.9 in

40.0 cm
15.7 in

94.5 cm
37.2 in

40.0 cm
15.7 in

60.0 cm
23.6 in

155.3 cm
61.1 in

113.8 cm
44.8 in
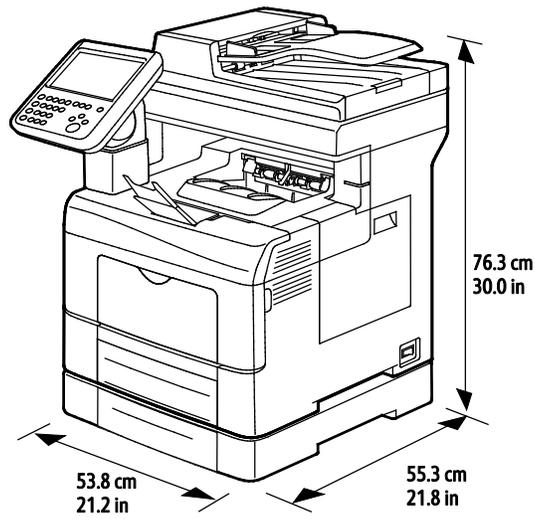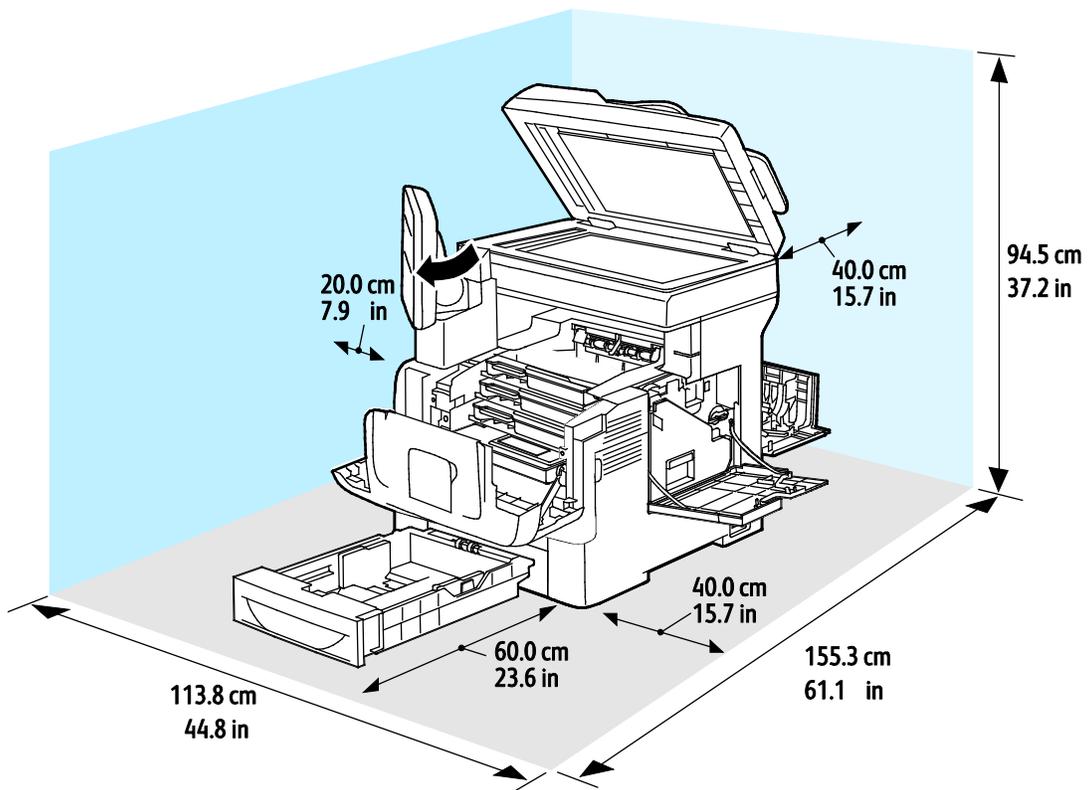
Clearance Requirements with Optional 550-Sheet Feeder

40.0 cm
15.7 in

20.0 cm
7.9 in

108.3 cm
42.6 in

40.0 cm
15.7 in

60.0 cm
23.6 in

155.3 cm
61.1 in

113.8 cm
44.8 in
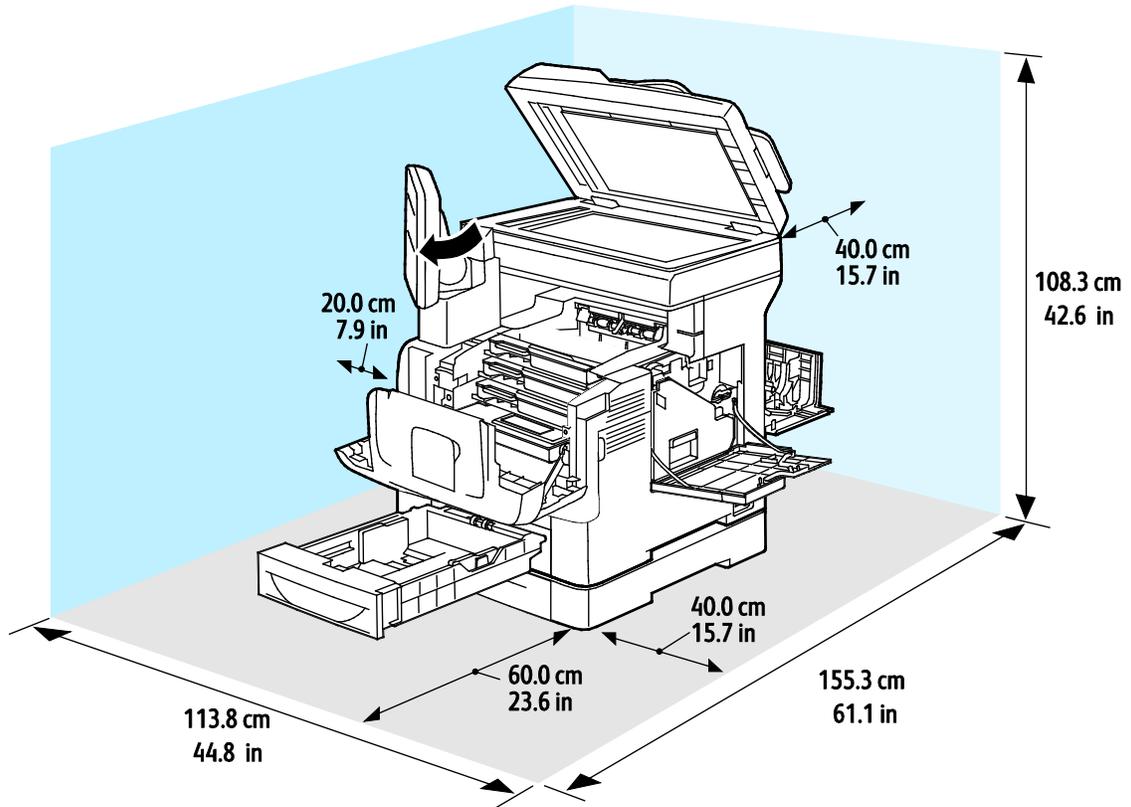
Environmental Specifications

Temperature

- Operating temperature: 5–32°C (41–90°F)
- Optimum temperature: 15–28°C (59–82°F)

Relative Humidity

- Minimum–Maximum Humidity Range: 10–85 %
- Optimal Humidity Range: 20–70 % relative humidity at 28°C (82°F)

  Note: Under extreme environmental conditions, such as 10°C and 85 % relative humidity, defects can occur due to condensation.

Elevation

For optimum performance, use the printer at elevations below 3100 m (10,170 ft.).

Electrical Specifications

Power Supply Voltage and Frequency

Power Supply Voltage	Power Supply Frequency
100–127 VAC +/-10 % , (90–140 VAC)	50 Hz +/- 3 Hz 60 Hz +/- 3 Hz
220–240 VAC +/-10 % , (198–264 VAC)	50 Hz +/- 3 Hz 60 Hz +/- 3 Hz

Power Consumption

- Power Saver Mode (Sleep): 2.7 W
- Ready, with fuser on: 71 W
- Continuous printing: 565 W

This printer does not consume electric power when the main power switch is turned off even if the printer is connected to an AC outlet.

ENERGY STAR Qualified Product

The Xerox® WorkCentre® 6655 Color Multifunction Printer is ENERGY STAR® qualified under the ENERGY STAR Program Requirements for Imaging Equipment.

The ENERGY STAR and ENERGY STAR mark are registered United States trademarks.

The ENERGY STAR Imaging Equipment Program is a team effort between United States, European Union, and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction printers, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain, and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox® ENERGY STAR equipment is preset at the factory to switch to Power Saver modes after 2 minutes from the last copy or print.

Performance Specifications

Power on: Approximately 4 minutes.

Print Speed

Maximum print speeds for 1-sided continuous printing on Plain media are 36 ppm for Letter (8.5 x 11 in.) and 35 ppm for A4 (210 x 297 mm). Print speed slows with larger and heavier media.

Note: Print speeds are the same for Standard print-quality mode and High-Resolution print-quality mode.

Several factors affect print speed:
- Paper weight: Lightweight prints faster than heavier paper, such as Cardstock and Labels.
- 2-sided printing: The maximum print speeds for 2-sided continuous printing are 24 ppm for Letter (8.5 x 11 in.) and 23 ppm for A4 (210 x 297 mm).
- Paper size. Letter (8.5 x 11 in.) and A4 (210 x 297 mm) sizes share the fastest print speed. Larger sizes reduce print speeds.

Regulatory Information

B

This appendix includes:

Basic Regulations

Xerox has tested this printer to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this printer in a typical office environment.

United States FCC Regulations

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with these instructions, it may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications to this equipment not approved by Xerox can void the authority of the user to operate this equipment.

Note: To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Canada

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

European Union

The CE mark applied to this product symbolizes a declaration of conformity by Xerox with the following applicable Directives of the European Union as of the dates indicated:

- December 12, 2006: Low Voltage Directive 2006/95/EC
- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC
- March 9, 1999: Radio & Telecommunications Terminal Equipment Directive 1999/5/EC

This printer, if used properly in accordance with the instructions, is not dangerous for the consumer or for the environment.

To ensure compliance with European Union regulations, use shielded interface cables.

A signed copy of the Declaration of Conformity for this printer can be obtained from Xerox.

European Union Lot 4 Imaging Equipment Agreement Environmental Information

Environmental Information Providing Environmental Solutions and Reducing Cost

The following information has been developed to assist users and has been issued in relation to the European Union (EU) Energy Related Products Directive, specifically the Lot 4 study on Imaging Equipment. This requires manufacturers to improve environmental performance of in scope products and supports the EU action plan on energy efficiency.

In scope products are Household and Office equipment that meet the following criteria.

- Standard monochrome format products with a maximum speed less than 66 A4 images per minute
- Standard color format products with a maximum speed less than 51 A4 images per minute

Introduction

The following information has been developed to assist users and has been issued in relation to the European Union (EU) Energy Related Products Directive, specifically the Lot 4 study on Imaging Equipment. This requires manufacturers to improve environmental performance of in scope products and supports the EU action plan on energy efficiency.

In scope products are Household and Office equipment that meet the following criteria.

- Standard monochrome format products with a maximum speed less than 66 A4 images per minute
- Standard color format products with a maximum speed less than 51 A4 images per minute

Environmental Benefits of Duplex Printing

Most Xerox products have duplex printing, also known as 2-sided printing, capability. This enables you to print on both sides of the paper automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption. The Lot 4 Imaging Equipment agreement requires that on models greater than or equal to 40 ppm color or greater than or equal to 45 ppm monochrome the duplex function has been auto enabled, during the setup and driver installation. Some Xerox models below these speed bands may also be enabled with 2-sided printing settings defaulted on at the time of install. Continuing to use the duplex function will reduce the environmental impact of your work. However, should you require simplex/1-sided printing, you may change the print settings in the print driver.

Paper Types

This product can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN12281 or a similar quality standard. Lighter weight paper (60 g/m²), which contains less raw material and thus save resources per print, may be used in certain applications. We encourage you to check if this is suitable for your printing needs.

ENERGY STAR

The ENERGY STAR program is a voluntary scheme to promote the development and purchase of energy efficient models, which help to reduce environmental impact. Details on the ENERGY STAR program and models qualified to ENERGY STAR can be found at the following website:
www.energystar.gov/index.cfm?fuseaction=find_a_product.showProductGroup&pgw_code=IEQ

Power Consumption and Activation Time

The amount of electricity a product consumes depends on the way the device is used. This product is designed and configured to enable you to reduce your electricity costs. After the last print, the device switches to Ready mode. In this mode, the device can print again immediately. If the product is not used for a period of time, the device switches to a Power Saver mode. In these modes, to enable reduced product power consumption, only essential functions remain active.

The product takes slightly longer to produce the first print after it exits Power Saver mode than it takes in Ready mode. This delay is the result of the system waking up from Power Saver mode and is typical of most imaging products on the market.

You can set a longer activation time or completely deactivate the Power Saver mode. This device can take longer to switch to a lower energy level.

To learn more about Xerox participation in sustainability initiatives, go to:
www.xerox.com/about-xerox/environment/enus.html.

Environmental Choice Certified to Office Machines CCD-035

This product is certified to Environmental Choice standard for office machines, meeting all requirements for reduced environmental impact. As part of achieving certification, Xerox Corporation has proven this product meets the Environmental Choice criteria for energy efficiency. Certified copier, printer, multifunctional device, and fax products must also meet criteria such as reduced chemical emissions and demonstrate compatibility with recycled supplies. Environmental Choice was established in 1988 to help consumers find products and services with reduced environmental impacts. Environmental Choice is a voluntary, multi-attribute, and lifecycle-based environmental certification. This certification indicates that a product has undergone rigorous scientific testing, exhaustive auditing, or both, to prove its compliance with stringent, third-party, environmental performance standards.

Germany

Germany - Blue Angel

RAL, the German Institute for Quality Assurance and Labeling, has awarded this device the Blue Angel Environmental Label. This label distinguishes it as a device that satisfies Blue Angel criteria for environmental acceptability in terms of device design, manufacture, and operation. For more information, go to: www.blauer-engel.de.

Blendschutz

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

Lärmemission

Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

Importeur

Xerox GmbH

Hellersbergstraße 2-4

41460 Neuss

Deutschland

Turkey RoHS Regulation

In compliance with Article 7 (d), we hereby certify "it is in compliance with the EEE   regulation."

"EEE yönetmeliğine uygundur."

Regulatory Information for 2.4 GHz Wireless Network Adapter

This product contains a 2.4 GHz Wireless LAN radio transmitter module which complies with the requirements specified in FCC Part 15, Industry Canada RSS-210 and European Council Directive 99/5/EC.

Operation of this device is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this device not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

Copy Regulations

United States

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:
   - Certificates of Indebtedness.
   - National Bank Currency.
   - Coupons from Bonds.
   - Federal Reserve Bank Notes.
   - Silver Certificates.
   - Gold Certificates.
   - United States Bonds.
   - Treasury Notes.
   - Federal Reserve Notes.
   - Fractional Notes.
   - Certificates of Deposit.
   - Paper Money.
   - Bonds and Obligations of certain agencies of the government, such as FHA and so on.
   - Bonds. United States Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.
   - Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.
   - Postage Stamps, canceled or uncanceled. For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.
   - Postal Money Orders.
   - Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.
   - Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
   - Adjusted Compensation Certificates for Veterans of the World Wars.
2. Obligations or Securities of any Foreign Government, Bank, or Corporation.
3. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

4. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.

5. Passports. Foreign Passports may be photographed.

6. Immigration papers.

7. Draft Registration Cards.

8. Selective Service Induction papers that bear any of the following Registrant's information:
   - Earnings or Income.
   - Court Record.
   - Physical or mental condition.
   - Dependency Status.
   - Previous military service.
   - Exception: United States military discharge certificates may be photographed.

9. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, and so on (unless photograph is ordered by the head of such department or bureau).

Reproducing the following is also prohibited in certain states:
- Automobile Licenses.
- Drivers' Licenses.
- Automobile Certificates of Title.

The preceding list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

For more information about these provisions contact the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

Canada

Parliament, by stature, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.
- Current bank notes or current paper money
- Obligations or securities of a government or bank
- Exchequer bill paper or revenue paper
- The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law
- Proclamations, orders, regulations, or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province)
- Marks, brands, seals, wrappers, or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission, or agency established by the Government of Canada or of a province or of a government of a state other than Canada

- Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada
- Documents, registers, or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof
- Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner

This list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

- Currency notes
- Bank notes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Fax Regulations

United States

Fax Send Header Requirements

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a fax machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.

Data Coupler Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It connects to a compatible modular jack that is also compliant. See installation instructions for details.

You can safely connect the printer to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that can be connected to a telephone line. Excessive RENs on a telephone line could result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that can be connected to a line, as determined by the RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

To order the correct service from the local Telephone Company, you could also have to quote the codes in the following list:

- Facility Interface Code (FIC) = 02LS2
- Service Order Code (SOC) = 9.0Y

⚠ **CAUTION:** Ask your local Telephone Company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

If this Xerox® equipment causes harm to the telephone network, the Telephone Company could temporarily discontinue service to the telephone line to which it is connected. If advance notice is not practical, the Telephone Company notifies you of the disconnection as soon as possible. If the Telephone Company interrupts your service, they can advise you of your right to file a complaint with the FCC if you believe that it is necessary.

The Telephone Company could change its facilities, equipment, operations, or procedures which could affect the operation of the equipment. If the Telephone Company changes something that affects the operation of the equipment, they should notify you in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this Xerox® equipment, please contact the appropriate service center for repair or warranty information. Contact information is contained in the Machine Status menu on the printer and in the back of the Troubleshooting section of the *User Guide*. If the equipment is causing harm to the telephone network, the Telephone Company may request you to disconnect the equipment until the problem is resolved.

Only a Xerox Service Representative or an authorized Xerox Service provider are authorized to make repairs to the printer. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

Your office could have specially wired alarm equipment connected to the telephone line. Make sure that the installation of this Xerox® equipment does not disable your alarm equipment.

If you have questions about what could disable alarm equipment, consult your Telephone Company or a qualified installer.

Canada

This product meets the applicable Industry Canada technical specifications.

A representative designated by the supplier should coordinate repairs to certified equipment. Repairs or alterations made by the user to this device, or device malfunctions, could cause the telecommunications company to request you to disconnect the equipment.

For user protection, make sure that the printer is properly grounded. The electrical ground connections of the power utility, telephone lines, and internal metallic water pipe systems, if present, must be connected together. This precaution could be vital in rural areas.

⚠️ **WARNING:** Do not attempt to make such connections yourself. Contact the appropriate electric inspection authority, or electrician, to make the ground connection.

The REN assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface could consist of any combination of devices. The only limitation to the number of devices is the requirement that the sum of the RENs of the devices does not exceed 5. For the Canadian REN value, please see the label on the equipment.

European Union

Radio Equipment and Telecommunications Terminal Equipment Directive

The Facsimile has been approved in accordance with the Council Decision 1999/5/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of a problem you should contact your authorized local dealer.

This product has been tested to and is compliant with ES 203 021-1, -2, -3, a specification for terminal equipment for use on analog-switched telephone networks in the European Economic Area. This product provides a user-adjustable setting of the country code. The country code should be set prior to connecting this product to the network. Refer to the customer documentation for the procedure for setting the country code.

Note: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, we recommend that you set it to use DTMF signaling for more reliable and faster call setup. Modification of this product, connection to external control software, or connection to an external control apparatus not authorized by Xerox® will invalidate its certification.

South Africa

This modem must be used in conjunction with an approved surge protection device.

New Zealand

1. The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, it does not provide any sort of warranty, and it does not imply that any Telepermitted product is compatible with all Telecom network services. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model.

   The equipment may not be capable of correct operation at the higher data speeds designated. 33.6 kbps and 56 kbps connections are likely to be restricted to lower bit rates when connected to some PSTN implementations. Telecom will accept no responsibility for difficulties that arise in such circumstances.

2. Immediately disconnect this equipment should it become physically damaged, then arrange for its disposal or repair.

3. This modem shall not be used in any manner which could constitute a nuisance to other Telecom customers.

4. This device is equipped with pulse dialing, while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.

5. Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to 'bell tinkle' or noise and cause a false answer condition. If you encounter such problems, do not contact the Telecom Faults Service.

6. DTMF tones dialing is the preferred method because it is faster than pulse (decadic) dialing and is readily available on almost all New Zealand telephone exchanges.

⚠️ **WARNING:** No '111' or other calls can be made from this device during a mains power failure.

7. This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

8. Some parameters required for compliance with Telecom Telepermit requirements are dependent on the equipment (computer) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom Specifications:

   For repeat calls to the same number:

   – There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and

   – The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next attempt.

   For automatic calls to different numbers:

   The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is no less than five seconds between the end of one call attempt and the beginning of another.

9. For correct operation, total of the RNs of all devices connected to a single line at any time should not exceed five.

Material Safety Data Sheets

For Material Safety Data information regarding your printer, go to:

- North America: www.xerox.com/msds
- European Union: www.xerox.com/environment_europe

For the Customer Support Center phone numbers, go to www.xerox.com/office/worldcontacts.

Recycling and Disposal

C

This appendix includes:

All Countries

If you are managing the disposal of your Xerox product, please note that the printer may contain lead, mercury, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. Perchlorate Material: This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please see www.dtsc.ca.gov/hazardouswaste/perchlorate.

North America

Xerox operates an equipment take-back and reuse/recycle program. Contact your Xerox representative (1-800-ASK-XEROX) to determine if this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment, or for recycling and disposal information, contact your local authorities.

European Union

Some equipment may be used in both a domestic/household and a professional/business application.

Domestic/Household Environment

Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Professional/Business Environment

Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, please contact your local reseller or Xerox representative for end of life take-back information.

Collection and Disposal of Equipment and Batteries

These symbols on the products and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

For proper treatment, recovery, and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling.

For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items.

Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

Business Users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Disposal Outside of the European Union

These symbols are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.

Battery Symbol Note

This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive.

Hg

Battery Removal

Batteries should only be replaced by a MANUFACTURER-approved service facility.

Other Countries

Please contact your local waste management authority to request disposal guidance.